



POLICE LIEUTENANT

DEFINITION

Under general direction of the Chief of Police, assists in planning, organizing and directing the activities of the Police Department; acts for the Chief of Police in his absence; performs special law enforcement and investigation work; and completes other assignments as required.

DISTINGUISHING CHARACTERISTICS

The Police Department's Lieutenant classification reports directly to the Police Chief and acts as part of the command staff within the Department, including as a supervisor of patrol and investigations. Incumbents in this position perform a wide variety of police administrative activities and specialized duties as assigned. The position exercises supervision over other employees, make assignments, establish priorities, train and review the work of subordinates. Incumbents are responsible for preparing performance evaluations, processing grievances at the appropriate level, recommending employment or disciplinary actions, and acting as Chief of Police in his absence.

TYPICAL DUTIES

1. Plans, organizes, direct work and supervises patrol and investigative activities;
2. Assign, direct, inspect the work of officers and subordinates;
3. Recommend actions on hiring and disciplinary matter, including performing certain roles in the disciplinary process;
4. Interprets and implements departmental policies and procedures;
5. Compile and review reports of all kinds, including but not limited to statistical, crime analysis, patrol trends, internal affairs, investigations, crime reports, general incident reports and any other special reports as assigned. Supervises and personally participates in major investigations;
6. Assists subordinates in preparing reports and cases for trial and may personally appear in court to present evidence and testimony;
7. Responsible for maintaining communications and contact with other law enforcement agencies;

8. Assists in divisional budget preparation and fiscal control;
9. Evaluates the performance of subordinates and makes disciplinary recommendations;
10. Supervises training programs; may coordinate P. O. S. T. and professional development training; may advise and assist in the recruitment and testing of candidates for non-management vacancies;
11. Directs departmental internal affairs investigations, reports findings and employment background investigations including pass/fail recommendations;
12. Acts as Jail Administrator over the Department's Holding Facility;
13. Directs the activities of department goals and objectives;
14. Responsible for preparing action plans and achieving department goals;
15. Operates City vehicles;
16. Acts in the absence of the Chief of Police;
17. Other duties as assigned.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with an appropriate major is desired. Deficiency in education may be compensated by additional qualifying experience.

Experience:

A minimum of five years of experience in law enforcement with a city police or county sheriff's department, including at least one year in a class equivalent to the level of Sergeant or above.

License and Certificates

Possession of an appropriate California Operator's License issued by the State Department of Motor Vehicles, Possession of an Advanced or Supervisory Certificate issued by the State Peace Officer Standards and Training Commission.

Knowledge of:

Modern police methods and procedures including patrol; crime prevention; traffic control; basic investigation and identification techniques; teal law with particular reference to apprehension, arrest, and custody of parsons accused of misdemeanors and felonies; rules of evidence pertaining to search and *seizure* and the preservation and presentation of evidence; recent court decisions on the arrest and handling of suspects and prisoners; principles of supervision and training; Police Officers Bill of Rights; internal affairs investigations; and citizens complaint procedures.

Ability to:

Schedule, organize and supervise the work of others; analyze situations effectively and interpret and apply laws and regulations; remember facts and situations; exercise good judgment in personal encounters with the public; prepare clear, concise and comprehensive written reports; establish and maintain effective working relationships with other law enforcement agencies, department employees and the public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is performed in and around law enforcement facilities and in the field. Subject to sitting, standing, walking, running, bending, reaching, operating a patrol vehicle, utilizing fire arms, apprehending/restraining offenders, and lifting and/or dragging of objects up to 170 pounds. Exposure to variable weather conditions, emergency incidents, general driving hazards, vehicle traffic, firearms, hazardous materials, infectious diseases, blood borne pathogens, and combative and/or violent individuals.

Vision:

Corrected to 20/20 in one eye, 20/30 in the other.

Hearing:

Sufficient to communicate via radio.

Physical fitness:

- Sufficient to climb, crawl, sit or stand for prolonged periods of time.
- Travels within and out of City to attend meetings.
- Incumbents are subject to mandatory overtime and shift rotation.
- Periodically required to train and qualify in the use of firearms, vehicles and specialized law enforcement practices and equipment.