



Police Lieutenant

Summary

Plan, coordinate, assign and direct the work of a watch, section, or shift to provide protection of life and property, enforcement of laws and ordinances, and investigations. Direct and perform specified staff assignments.

Class Characteristics

General direction is provided by the Police Captain; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

This class is the first management level directing the work of sworn and non-sworn classes either directly or through subordinate supervisors. This class is distinguished from Police Captain which has overall supervisory and budgetary responsibility for a division of the department.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, coordinate, schedule, assign, and direct the work of a watch, section, division or shift, directly, or through subordinate supervisors.

Act as watch commander, providing responsible departmental, staff, and facility supervision during an assigned shift.

Monitor and direct police response to a variety of situations requiring peace officers, and personally supervise the more critical situations or investigations.

Coordinate major events within the City such as parades, runs, walk-a-thons, and demonstrations.

Supervise and review performance appraisal and counseling of employees by Sergeants, discuss and coordinate discipline and other personnel issue with senior management staff, and administer disciplinary actions. Oversee/conduct internal investigations.

Participate in interviewing and selection of employees.

Interpret policies, directives, and personnel regulations and ensure the consistent application.

Direct the preparation and review of correspondence, records, and reports. Prepare a variety of reports, correspondence, policies and procedures, and other written materials.

Respond to and investigate complaints regarding police services within established guidelines.

Coordinate development and submission of the budget for assigned section and monitor expenditures.

Work with outside agencies to coordinate police service response plans, resources, and operational issues.

Plan, evaluate and conduct training courses and various programs and activities. Participate and oversee the ordering and distribution of supplies and equipment.

Perform research and provide support for special projects.

Act for the Police Captain as assigned.

Performs related duties as assigned.

Skills/Abilities:

Plan, organize, direct, and coordinate the work of others directly or through subordinate supervisors.

Analyze complex law enforcement and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstance.

Interpret and implement goals, objective, policies, procedures, work standards and management controls.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices, techniques and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.

Office management practices and procedures, including filing and the operation of standard office equipment.

Principles and practices of employee supervision, including selection, training, work evaluation and discipline.

Administrative practices and methods including planning, delegation, and program implementation.

Practices and procedures of budget preparation and monitoring.

Criminal laws, codes, ordinances, and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.

Use and care of firearms.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain the knowledge and abilities would be:

Education:

An Associate's degree with major work in criminology, law enforcement, social sciences, public administration or a closely related field.

Experience:

Two years of supervisory law enforcement experience equivalent to the rank of Police Sergeant.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Possession of a P.O.S.T Supervisory Certificate

Possession of a P.O.S.T Advanced Certificate is highly desirable.

Firearms qualification.

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