

POLICE LIEUTENANT

DEFINITION

Under direction, serves as the commanding officer during an assigned shift or serves as a division commander; performs administrative police duties and supervises the operations and personnel of a division; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below. Marginal duties are those which are non-essential job functions for this class.

1. Acts as a watch commander; may be assigned to command or to act as the division commander during the absence of the division commander; makes shift assignments and coordinates all field activities on the Watch; directs, coordinates and evaluates the service activities of personnel during an assigned shift.
2. Trains and supervises sergeants and other sworn officers; assigns, coordinates and evaluates their work and solves work related problems; enforces rules, regulations, departmental policies and procedures; and may conduct periodic audits or inspections; investigates complaints, misconduct, and policy violations and other confidential internal affairs cases.
3. Brief officers preparing to begin tour of duty; keeps Chief and other command officers abreast of police activities and sensitive issues and/or situations; instructs in-service training programs; responds to major law enforcement incidents and provides direction and control; may participate in major investigations; determines disposition of incident, investigative or administrative reports.
4. Works on administrative studies, special projects, and staff reports as assigned; collects and presents data, analyzes results, draws conclusions and makes recommendations.
5. Performs community and public relations services; prepares and presents media statements; makes public presentation; works directly with citizens, staff, community groups, city officials, and other concerned agencies.
6. Prepares shift and personnel reports; develops or assists in the preparation of forms, procedures and systems used in police administration; prepares and distributes training material; develops or recommends revisions to city ordinances, city rules and regulations and department policy and procedure.
7. Carries out special assignments by the Chief of Police; assists in the coordination of activities among divisions; testifies in legal proceedings; performs in any area of a divisional level of responsibility that may be assigned.

8. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Associate's degree in criminal justice, police science or a related fields, currently holding the rank of Police Sergeant or higher and three years at the sergeant rank including managing, organizing and planning in police patrol, investigation or administration or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Policies, rules, and regulations of the police department and of pertinent federal and state laws and city ordinances; current principles, practices, and procedures in police administration, training techniques: due process rights concerning discipline of personnel; management and distribution of resources; general patrol and police work, and methods and records systems throughout the criminal justice system; interagency communications and assistance techniques and practices; municipal organization and administration; physical layout of the City and adjoining areas.

Skill in:

Demonstrated competency in the use of firearms.

Ability to:

Assign, organize, direct, and evaluate the work of subordinates; instruct and advise subordinates in proper police procedures; identify areas of improvement and recommend applicable changes in procedures; work independently and demonstrate initiative; maintain confidentiality and integrity of intra-departmental communications and work within the chain of command; stabilize crime scenes and other disorderly or dangerous situations; think and act appropriately in emergency situations; assess and analyze people and situations accurately; analyze complex police situation and adopt effective courses of action to resolve them within established policy; interpret, explain and apply laws, department rules and regulations to specific situations; understand and follow oral and written directions; prepare clear and definitive reports; use and care for small firearms and other equipment; communicate effectively, both verbally and in writing and by any form of communication device; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; operate a computer; maintain range qualifications and other law enforcement skills.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

POST Advanced and Supervisory Certificates.

Candidates other than promotional applicants is required to pass a police background investigation.

Physical Demands

Strength, stamina, coordination and balance to stand and walk for long periods, bend and reach to conduct inspection, climb up and down ladders, run in pursuit of detainees, physically restrain uncooperative and violent individuals, drive vehicles in high speed pursuit, carry equipment and supplies; remain alert in a confined space on all shifts; vision to see details in low light; coordination, vision and strength for use of firearms; occasional lifting of objects weighing up to 50 lbs.; strength to move the weight of an adult human body.

WORKING CONDITIONS

Work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured and sick individuals; exposure to individual with communicable diseases; exposure to hazardous materials.

Date Adopted: August 6, 1996