

POLICE LIEUTENANT

DEFINITION

Under general direction of the Chief of Police, and/or their designee, administers a major activity within a functional unit of the Police Department and/or serves as the responsible official (Watch Commander) in charge of Police operations during regular non-duty hours of superiors; performs related and other work as required.

SUPERVISION RECEIVED AND EXERCISED

This class reports to and receives general direction from the Chief of Police, and/or their designee. Supervision is provided to Sergeants, Officers and a variety of non-sworn staff either directly or through a subordinate level of supervision.

CLASS CHARACTERISTICS

This managerial class is distinguished from the Police Sergeant class in that there is broader responsibility and greater authority to act for the Department. Specifically, the Police Lieutenant class assists senior management in forecasting work, determines priority, and plans work schedules; sees that departmental policy or other instructions are implemented; works closely with the City departments in collaborative efforts to provide innovative and effective solutions to City problems; assigns manpower, equipment, and supplies according to need; has authority to assign overtime within limits or initiate justification for overtime not previously authorized; is responsible for the status of equipment and materials; checks quality and quantity of work performed by subordinates; assists in preparation of budget and operates within authorized budget limitations; screens data and keeps superiors informed of important occurrences; schedules and approves leave.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs and assists in the work of a major functional unit of the Operations and the Administrative Services Divisions.
- Coordinates, assigns, and directs the work of the Police Department on an assigned shift during the regular non-duty hours of superior Officers, one of whom, however, is available on an on-call basis.
- Reviews reports of preceding shifts, noting special instructions or unusual conditions; discusses problems of traffic control, arrests, patrol activities and related subjects, and issues assignments and instructions to Police Sergeants, Officers, and support personnel going on duty.
- Inspects Officers uniforms, equipment, prisoners, and jail (holding) cells.
- Investigates traffic conditions and reviews patrol activities; accompanies Officers, observes their work and, when necessary, takes charge of investigations of serious crimes or situations.

- Makes investigations of complaints and crime reports, reviews reports of assigned Officers for completeness and accuracy, and maintains records of shift activities.
- Appears in court to present evidence and testimony in connection with criminal prosecution.
- Reports to superiors any important crimes or incidents, and the performance of subordinates on the shift.
- Assists Police Administration in forecasting and scheduling work.
- Ensures that material and equipment are properly stored, protected and maintained.
- Keeps informed of the status and availability of necessary materials and equipment and sees that they are secured in advance.
- Prepares preliminary budget requests including needs for capital equipment for the functions under his/her supervision; works within an authorized budget and prepares purchase orders to secure budgeted items.
- Schedules and approves vacation and compensatory time off for subordinates.
- Prepares performance evaluations and discusses ratings with Police Sergeants, reviewing such ratings made by them prior to their being discussed with subordinate Officers or support personnel.
- Enforces personnel and safety regulations, resolves employee complaints, and initiates disciplinary action as required.

QUALIFICATIONS

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, traffic control, and basic investigation and identification techniques.
- The California Penal and Vehicle Codes, criminal law with particular reference to laws pertaining to minors, rights of citizens, and the apprehension, arrest, and custody of persons accused of misdemeanors and felonies, including rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Principles and practices of staff supervision, training, development and performance evaluation. Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Scheduling, organizing and directing the work of others; training staff in work procedures and providing for their professional development.
- Becoming competent in a specialized field of law enforcement.
- Analyzing situations effectively and interpreting and applying laws and regulations.

- Demonstrating keen powers of observation and memory.
- Making sound, independent decisions in emergency situations.
- Preparation of clear, concise and complete written reports.
- Effective oral communications.
- Establishing and maintaining cooperative working relationships with others and dealing tactfully and effectively with the public.
- Self-defense techniques.

Education and Experience

An Associate of Science or Arts degree or completion of 60 college/university semester units or 90 quarter units, equivalent to an, with major course work in criminal justice, police science, public administration or other related field. These units must have been completed at an accredited institution. Plus, three years of employment as a Police Sergeant or higher rank.

A Bachelor's or Master's Degree is highly desirable.

Licenses and Certifications:

Must possess a valid California driver's license by date of appointment and have and maintain a satisfactory driving record. Possession of a valid Supervisory Certificate issued by the California Commission on Peace Officer Standards and Training. Possession of CPR and First Aid certifications

Working Conditions:

Works inside and outside. Must be willing to work extended shifts, evenings, nights, weekends, holiday shifts, and travel to various locations to attend meetings. May be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous situations and all weather conditions. May travel to sites outside of the City.

Physical Demands:

Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, push, pull or drag and move individuals or objects weighing up to 100 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups, and over the telephone and radio.