



Police Lieutenant

Department/Division:	Police/Administrative Services or Field Services
Reports To:	Police Captain
Provides Direction To:	Police Sergeant and non-sworn supervisors, depending upon assignment
Exemption Status:	Exempt
Date Prepared:	January 16, 2007

GENERAL PURPOSE

Under administrative direction, manages assigned programs, personnel and operations for a major bureau, administrative function or work shift; prepares and evaluates field and staff reports; and performs other related duties as assigned.

CLASS CHARACTERISTICS

The Police Lieutenant is distinguished from the Police Sergeant in that it has a greater range of planning and administrative responsibilities than the Police Sergeant and exercises greater supervisory and judgment in the application of policies and practices. The Police Lieutenant has lesser breadth of policy-making authority and knowledge of administrative disciplines than the Police Captain, which has accountability for an entire division of the department.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, coordinates, and oversees police services work performed by subordinate personnel; sets work schedules and determines staffing deployment for assigned shift.
2. Oversees Patrol, Traffic, Records/Dispatch, Communications, Crime Analysis, Investigations, and special details for an assigned shift.
3. Tracks and responds to basic citizen complaints and inquiries by reviewing case histories; assigns citizen complaint investigations and litigation claims; reviews for corrective action.
4. Participates in employee selection, assessing training needs, supervision and evaluation and prepares related administrative and staffing reports.

ESSENTIAL FUNCTIONS (continued)

5. Measures the effectiveness of the activities of assigned unit and subordinate personnel by reviewing and evaluating incident and service reports such as crime reports, arrest reports, citations, and property and evidence reports.
6. Monitors crime trends and statistical data to establish goals and objectives and evaluate progress in reducing criminal offenses; coordinates most specialized cases; prepares specialized law enforcement reports for Department of Justice, Federal Bureau of Investigation, and law enforcement and emergency management agencies.
7. Develops, implements, and evaluates programs, rules and procedures and participates in the formulation of policies and procedures; researches equipment, staffing, and technology enhancements and applications in cooperation with division staff.
8. Establishes and maintains effective relationships with inter-divisional management, departmental employees, law enforcement agencies, schools, and other public and private representatives, and responds to inquiries.
9. Assists Police Captain in preparing and administering division budget and reports upon status of various accounts and expenditures to management.
10. Coordinates administrative projects such as building renovation, inspections, information technology, traffic and internal affairs investigations, and jail services.
11. Attends professional meetings, training and conferences and represents division in absence of Police Captain.
12. Plans, coordinates, supervises and evaluates field enforcement and police services work performed by subordinate personnel for patrol, parking enforcement, vehicle maintenance, SWAT Team, and assess and evaluate divisional training requirements.
13. Depending upon assignment, manages patrol, traffic, investigation, internal affairs, parking enforcement, vehicle maintenance, range training, and safety equipment maintenance.
14. Acts as liaison officer with District Attorney and courts depending upon assignment; reviews rejected arrest reports and major event reports such as homicides, fatal accidents, and incidents involving civic interests and handles more specialized cases.
15. Develops, implements, and evaluates programs, rules and procedures for standards of conduct, training needs, officer safety, general employee safety, Field Training Officer (FTO) program, weapons training and usage, report writing, and reduction of civil liability; recommends policy changes given analysis of department procedures.

QUALIFICATIONS GUIDELINES

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a Bachelor's Degree in Criminal Science, Public Administration, or a related field. Ability to attain Advanced Supervisory and Management certification through the Peace Officers Standards and Training (POST) Commission. Six years of progressively responsible local law enforcement work, including two years of supervisory experience at or above the rank of Police Sergeant.

Knowledge of:

Thorough knowledge of police science principles and practices; theories of management; department organization, and administration; budgetary practices; personnel management, training, and supervisory principles and techniques; contemporary patrol, traffic enforcement, criminal investigation, communications, information technology; police records management, and related services; Federal Constitution rights governing search and seizure and Miranda applications; State laws, Penal Codes, Traffic Codes, Juvenile Codes, Business and Profession Code, Government Codes, Civil Codes, statutes, Court decisions and case law; local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, arrest and custody of prisoners or contraband; criminal investigation methods, crime prevention principles and law enforcement practices; Police Officer Bill of Rights; labor contract requirements related to work and performance standards of subordinate personnel; self-defense methods and physical restraint techniques; radio codes, transmission procedures and communication techniques; principles of human behavior; professional standards; contemporary patrol, traffic enforcement, criminal investigation, and related police services, including specialty assignments; communicable disease control methods and techniques; public relations practices.

Ability to:

Operate and demonstrate use of standard office equipment, police vehicles, communications equipment, and Department weapons; plan, coordinate and manage the work of employees for an assigned shift or bureau; gather, analyze, and evaluate facts of evidence, draw sound conclusions, and prepare and present management reports; evaluate operational effectiveness; establish and maintain effective relationships with subordinates, police management, City departments, law enforcement agencies, community groups and the general public; communicate effectively, orally and in writing; make presentations; participate in employee selection, training, supervision and evaluation; administer budget for assigned functions, activities and programs; analyze management problems and adopt effective courses of action.

skill in the operation of police motor vehicles, radio communications equipment, computer terminal, and firearms and weapons; coordinate, train, supervise, and evaluate the work of employees for an assigned unit or work section; interpret and apply state public safety laws, codes, and local ordinances; prepare and present clear, accurate and concise police reports and statistical records; analyze solutions to law enforcement problems; convey clear instructions or execute commands; establish and maintain effective relationships with other divisions, police management, City departments, public and private agencies, community groups and the general public; communicate effectively with others, orally or in writing; participate in employee selection and evaluation; monitor budgetary expenditures; accurately recall circumstances regarding traffic incidents or crime reports; exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations; think logically and maintain alertness in emergency situations; relate effectively with persons from diverse social, ethnic, political and racial backgrounds and age groups.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is expected to climb or scale walls, ladders, or steps, carry police safety gear; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Sensory demands include talking, hearing, and using smell. These positions must be able to pull and carry persons in emergency situations, administer first aid, and fight in self-defense. Employees are expected to grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull or drag objects weighing up to 100 pounds or more.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; remain calm and use effective judgment in dangerous situations; and interact with citizens, business representatives, City staff, other organizations, police safety personnel, school representatives, and the public, with interfaces influenced by the position assignment.

WORK ENVIRONMENT

The employee frequently works in outside weather conditions, and in a patrol unit and may operate specialized equipment when assigned to patrol. The work involves exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines.

These positions require the use of safety helmets, armored vest, earplugs, and other specialized equipment as well as certification in protective and life saving equipment. These positions are subject to the threat of injury and life threatening hazards as part of police safety operations.