



CLASSIFICATION SPECIFICATION POLICE LIEUTENANT

JOB SUMMARY:

Under general supervision, the Police Lieutenant performs highly complex law enforcement and crime prevention supervision; directs and coordinates the activities of an assigned watch or unit; prepares work schedules and assists in the training of staff; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Police Lieutenant oversees all administrative, supervisory, and technical duties of an assigned watch or unit. This class differs from a Police Captain due to the level experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates the activities of an assigned watch or unit; prepares work schedules; confers with subordinate supervisors regarding special assignments, officer training, and other operational issues; and reviews officers' reports, daily bulletins, and all other communications affecting the work of the division.
- Conducts staff briefings and gives special orders and instructions; monitors the work activities of staff to ensure safe work practices, quality, and accuracy; and provides liaison between shifts, organizational units, and other agencies; and oversees the enforcement of laws, ordinances, and department policies and procedures.
- Responds to highly complex questions, concerns, and requests for service from the public; participates in committee or community activities and contributes to discussions regarding police services; works with community groups and representatives in the development and administration of programs designed to address problems associated with crime and its prevention; and resolves citizen complaints.
- Participates in the development and administration of the department's annual budget and assists in the forecast of funds needed for staffing, equipment, materials, and supplies.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Attends department staff meetings and training sessions; participates in employee development activities as assigned; and keeps informed of developments that affect law enforcement or information that would assist staff in the performance of their duties.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Knowledge of police operations and standard procedures; applicable federal, state, and local laws, codes, and regulations; codes principles and practices of crime prevention and suppression; modern law enforcement methods and procedures including patrol, crime prevention, traffic control, and investigation; principles of law enforcement information systems; and methods and techniques of supervision and training.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; identify and respond to community issues, concerns, and needs; analyze programs, identify alternative solutions, project consequences of proper actions, and implement recommendations; and observe safety principles and work in a safe manner.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with sensitive situations and concerned people; plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

The following are the minimum qualifications necessary for this classification:

- Associate's degree or equivalent hours from an accredited college or university in criminal justice, police science, public administration, or a closely related field.
- Two years at the rank of Police Sergeant.

Licenses and Certifications:

- Possession of or the ability to obtain within two years of appointment a Supervisory Certificate from P.O.S.T. is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; get from one location to another in the course of doing business; near and far vision and the ability to distinguish colors and acute hearing; drive motorized vehicles; and operate a variety of law enforcement equipment.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside, sometimes in tense, uncertain, and rapidly evolving situations. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

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

Revised Date: March 6, 2019