



Police Lieutenant

Class Specification

Revised 9/23

Class ID: 664

Unit: NPMA

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under administrative direction, supervises an assigned unit or division of the Police Department; serves as a management level officer; conducts staff studies and research projects and participates in the overall Department planning; performs responsible police field and services work; provides professional and technical staff assistance to the Police Chief and other department staff in areas of responsibility; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Captain. Exercises direct supervision over assigned sworn and professional personnel.

DISTINGUISHING CHARACTERISTICS

This management classification is responsible for directing the day-to-day activities of an administrative, investigative, or patrol unit and collateral projects and programs. A Police Lieutenant may be rotated among assignments based on departmental needs. Work is performed in accordance with Department policies, procedures, and general orders received from the Police Chief. This class performs a variety of management and administrative duties ranging from commanding a police function and managing a budget through leading a police patrol team. It is distinguished from Police Captain in that Police Captain has a higher responsibility for the overall direction of the Police Department and takes over command of the Police Department in the absence of the Police Chief.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, direct, and inspect the work of personnel engaged in law enforcement work; establish work schedules and set work priorities; implement division and departmental policies and procedures, goals, and objectives.

Conduct research, prepare special staff studies and reports, and make recommendations on Department policies and procedures.

Administer and review citizen complaints and issues; conduct internal investigations.

Assist in developing and conducting training programs according to the needs of personnel and the Police Department.

Supervise the investigation of crimes, including the collection, analysis, and preservation of evidence, and perform difficult and complex investigation work.

Prepare and supervise the preparation of records and reports relating to Department activities, and review reports prepared and submitted by subordinates.

Coordinate Police Department activities with other City departments, divisions, units, and outside agencies; represent the Department to the public and other governmental and private agencies; establish and maintain effective public and media relations.

Assign, supervise, and evaluate subordinates and recommend disciplinary actions.

Respond to incidents, pursuits, and manage significant police actions and on-scene operations; act as a first responder as necessary.

Act as a uniformed, sworn officer; drive marked police vehicles; enforce laws such as traffic and penal codes and ordinances, while on duty and off duty.

Determine need for police action and direct and assist officers in handling problems; develop operational plans for special events and disasters; take charge and supervise activities of major police problems.

Participate in Department management team meetings to establish overall direction, policies, and procedures of the Department; participate in the formulation of the budget and budget administration.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of prisoners.
- Strategies and other similar practices used to develop relationships with the community to address community needs and concerns.
- Applicable federal, State, and local laws, regulatory codes, ordinances, Department policies and procedures, regulations and rules, and court decisions relevant to assigned area of responsibility; laws governing custody of prisoners, search, and seizure.
- Methods of patrol and criminal investigation techniques, interrogation, gathering and preserving of evidence, and rules of evidence.
- Criminal identification and records maintenance.
- Principles and practices of employee supervision and training, including work planning, assignment review and evaluation, implementing progressive discipline, and training staff in work procedures.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software applications to conduct, compile, and/or generate documentation.

Skill or Ability to:

- Analyze situations quickly and objectively and determine proper course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Perform research and analysis and prepare accurate and comprehensive reports.
- Assign, direct and evaluate the work of subordinate personnel.
- Establish goals and objectives of a division, unit, program or assigned area.
- Prepare clear and detailed written work reports; make oral presentations to employees, supervisors, elected officials and the public; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Exercise tact and professionalism in dealing with a variety of people from different educational, cultural, and socio-economic backgrounds.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively lead personnel, maintain composure, exercise sound judgment and resourcefulness, and ensure the safety of others in unusual, stressful, and emergency situations.
- Safely use and operate firearms, police equipment, and motor vehicles.
- Develop an operational plan, direct implementation, and evaluate police actions following a special event.
- Gather and analyze evidence and to draw logical conclusions.
- Obtain information through interview and interrogation.
- Prepare reports and supervise the maintenance of police records and police evidence.
- Effectively operate a computer system, specialized software applications, and current business equipment related to Police Department activities.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor's degree from an accredited college or university with course work in Police Science, Criminal Justice, Public or Business Administration or a related field, and two (2) years of supervisory experience at the rank of Police Sergeant in a public agency. A Master's degree is desirable.

License and Certificate:

- Possession of a valid California driver license and a satisfactory driving record throughout employment.
- Possession of Intermediate and Supervisory P.O.S.T certificates.
- Current and valid Certification to hold office and be employed as a Peace Officer in California per Government Code §1029, 1031, 1031.4, and Commission Regulations §1950-1955.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Willingness and ability to work any shift; work holidays, weekends, scheduled and emergency overtime; be available on call, as required. Wear uniform or professional business attire required; comply with departmental grooming standards.