

**POLICE LIEUTENANT**

DEFINITION:

Under limited supervision, performs responsible administrative, supervisory, and technical work in directing the activities of a division of the Police Department; directs and coordinates police investigative, patrol, and administrative activities; participates in the formulation of Department policies and procedures; performs related work as assigned.

CLASS CHARACTERISTICS

Positions in this class are mid-management with the incumbents reporting directly to the Chief of Police. During the Chief's absence or as directed within policy guidelines established by the Chief the incumbents are required to assume the duties and responsibilities of the Chief.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assigns and supervises the work of personnel in the assigned division; reviews the quality of subordinate's work for compliance with statutory, judicial and department standards and requirements; evaluates the performance of directly supervised employees and approves evaluations of subordinate supervisors.

Researches law enforcement needs of the community and current trends in law enforcement; develops and implements strategic responses; develops and implements new and revised Departmental procedures.

Conducts internal investigations and recommends disciplinary actions to the Chief of Police.

Supervises the preparation and processing of reports and records, police communications, animal control and various administrative support programs.

Assists the Chief of Police with budgeting, project and employee scheduling, equipment selection, employee selection and addressing of personnel issues, development/implementation of policies and procedures and other administrative activities.

Serves as liaison to the District Attorney's Office, City staff members, the media and the public in general; responds to inquiries and requests for information; interprets department and City policies.

Assumes on-site command of work force during unusual or emergency circumstances; assumes the duties of Chief of Police as directed or in his absence; represents the Department at community and other events as directed.

Conducts studies of organization and administrative issues and recommends appropriate actions.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include five years of experience in law enforcement, including at least two years in a responsible supervisory capacity, preferably at the Sergeant level or above, and equivalent to completion of an Associate of Arts degree with a major in police science, public administration, or a related field.

### Knowledge, Skills, and Abilities

Thorough knowledge of law enforcement principles, practices, and techniques; causes, prevention, and control of delinquency; traffic enforcement and education; rules of evidence, rights of citizens and prisoners; laws pertaining to search, seizure, and arrest; court procedures; public relations techniques; interagency communication/ assistance techniques and practices; principles and practices of police administration; patrol methods, criminal investigation and identification techniques; physical layout and composition of the City including special law enforcement problems. Considerable knowledge of vehicle and penal codes; City personnel administration policies and procedures; principles of supervision. Ability to develop and implement plans for law enforcement services; interpret and explain laws, regulations, and rules as well as departmental policies and procedures; think clearly and act effectively in emergency situations; maintain appropriate flow of communication and chain of command; identify and inform superiors of sensitive issues/situation; meet the public in situations requiring diplomacy and tact; use and care for small fire arms and other equipment; prepare and present reports; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; supervise assigned staff.

### Special Requirements

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

Possession of POST Advanced and Middle Management Course Certificates.

PHYSICAL PROFILE: Category IV; 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 13, 15, 18, 19, 20, 22