



June 2023
FLSA: Exempt

POLICE LIEUTENANT

DEFINITION

Under general direction, depending upon assignment, plans, organizes, oversees, coordinates, and reviews the work of sworn and non-sworn staff within a unit of the Police Department or serves as station commander; areas of responsibility may include, but are not limited to, patrol, investigation, community policing, or administration; provides highly complex and responsible support to sworn management in areas of expertise; oversees, reviews, and performs a variety of studies and prepares and presents staff reports; in the absence of the Police Chief and Captain, assumes command of the Police Department; and, performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Police Captain. Exercises direct supervision over sworn and non-sworn staff, reserve officers, explorers, and volunteers.

CLASS CHARACTERISTICS

This classification is responsible for supervising the functions of the patrol, investigation, and community policing unit(s) in the Police Department on an assigned shift. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee day-to-day services and activities and are responsible for providing professional-level support to the Police Captain and Police Chief in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and other law enforcement agencies. This class is distinguished from Police Captain in that the latter has overall management responsibility for management of a division within the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff on an assigned shift within a unit of the Police Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; maintains the operational readiness of the police facility, personnel and resources needed to complete their mission; ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of an assigned area in the police department; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Works to build collaborative partnerships between the law enforcement agency and the individuals and organizations served, focusing on developing proactive solutions and increasing trust in police by recognizing that police can rarely solve a public safety problem alone and encouraging interactive partnerships with relevant stakeholders to develop solutions collaboratively.
- Engages in the proactive and systemic examination of community problems, engaging relevant stakeholders and working collaboratively with agencies such as health and human services, child support services, ordinance enforcement, the education system, community-based leaders and organizations, and others to develop unbiased and effective responses to problems.
- Provides community policing education, training and technical assistance related to changing and shifting paradigms, partnerships and diversity, strategic planning, ethics, and integrity.
- Coordinates assigned services and operations with those of other divisions and outside law enforcement agencies.
- Participates in annual budget preparation; identifies resources needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; provides oversight for and writes posts for the Department's social media accounts.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department;
- Recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution, as necessary.
- Reviews crime reports and current publications in law enforcement to determine trends and make recommendations for changes within the organization.
- Researches short- and long-term projects; documents findings and identifies any needed resources or equipment for project implementation.
- Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management protocol; assumes role of Incident Commander as needed.
- Coordinates the City's preparedness for emergency response to any man-made or natural disaster; collaborates across City departments to better its ability to respond to disasters and to ensure the continuity of government; ensures staff training in emergency response measures.
- Represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement department.

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Personnel rules and regulations; personnel investigative techniques including Government Code Section 3300 et. Seq, the Skelly decision and related cases.
- Available community resources including mediation, counseling, enforcement, and related resources.
- Principles and practices of leadership; principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of law enforcement administration, organization, and management.
- Principles and philosophies of community policing, including strategic issues and problem solving.
- Methods and techniques of public relations.
- Recent legislation and court decisions and their impact on department operations.
- Principles and practices of budget development and administration.
- Incident Command System for large scale emergencies which impact response capabilities.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; regional, state, and national policing trends and best practices.
- Principles, practices, methods, and techniques law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Causes, prevention, and control of juvenile delinquency.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Direct and supervise law enforcement activities within a unit on an assigned shift.
- Identify and be responsive to community issues, concerns, and needs.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Evaluate crime trends and formulate plans to address changes in trends.
- Conduct investigations of general and specialized crimes.

- Examine allegations of employee wrongdoing and, when necessary, investigate misconduct in compliance with mandated regulations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, police science or a related field, and five (5) years of law enforcement experience including a minimum of eighteen (18) months as a Police Sergeant with a California law enforcement agency.

Licenses and Certifications:

- Possession of a valid California Driver's License, and a good driving record, to be maintained throughout employment.
- Possession of a P.O.S.T. Advanced Certificate issued by the California State Commission on Peace Officer Standards and Training.
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Positions work in an office or station environment, and use standard office equipment, including a computer. Incumbents must also possess mobility to work in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, 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. California peace officers are required to maintain a physical condition that allows the exercise of peace officer powers.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards.

ENVIRONMENTAL CONDITIONS

Employees work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, 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 field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Incumbents may work unusual hours, rotating shifts, evening, night, weekend, and holiday shifts.