



Police Lieutenant

Summary

Plan, coordinate, organize, schedule, assign, review, and direct the work of an assigned division, watch, section, or shift of the Police Department to provide protection of life and property, enforcement of laws and ordinances, and investigations; direct and perform specified staff assignments; and provide responsible and technical assistance for staff and the public.

Class Characteristics

General direction is provided by the Police Chief or designee; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

This class has division level responsibility for the administration of a functional area of the Police Department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing assigned day-to-day activities.

Essential Duties, Skills, and Demands of the Position

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

Duties:

Plan, coordinate, organize, schedule, assign, review, and direct the work of a watch, section, division or shift, directly, or through subordinate supervisors.

Act as watch commander, providing responsible departmental, staff, and facility supervision during an assigned shift.

Coordinate work of assigned division within the Police Department and with other City departments, outside agencies, and/or community groups.

Monitor and evaluate the efficiency and effectiveness of police services, delivery methods, and procedures; recommend the appropriate service and staffing levels to adhere to organizational goals.

Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review work product, methods, and procedures to resolve problems.

Plan, organize, coordinate, administer, direct, and evaluate the work of assigned division of the Police Department; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the division; develop and implement management systems, procedures, and standards for program evaluation.

Monitor and direct police response to a variety of situations requiring peace officers, and personally supervise the more critical situations or investigations.

Review crime trends, staffing levels, personnel effectiveness, equipment and resources; assess workforce allocation and make recommendations for strategic planning.

Assist in developing and implementing the department's strategic plan, goals, and objectives.

Respond to major incidents reported to the Police Department and assume the role of Incident Commander; coordinate the Emergency Operations Center (EOC) for incidents; respond to after hour emergencies or critical incidents as necessary.

Coordinate major events within the City such as parades, runs, walk-a-thons, and demonstrations.

Assist with operational planning and resource deployment during special events, planned events or unplanned events; assist and manage supervisors with in-progress events, investigations or incidents as necessary.

Supervise and review performance appraisal and counseling of employees by Sergeants, discuss and coordinate discipline and other personnel issue with senior management staff, and administer disciplinary actions.

Oversee/conduct internal investigations; respond to and investigate complaints regarding police services within established guidelines.

Review and coordinate documentation of functions pertaining to investigations and situations; evaluate adherence to policies and procedures as well as training and performance related issues.

Participate in interviewing and selection of employees; trains, motivates, and evaluates assigned personnel; provides and coordinates staff training; works with employees to identify and correct deficiencies; implements trainings in accordance with POST and best practices.

Develop and interpret policies, directives, and personnel regulations and ensure the consistent application.

Direct the preparation and review of correspondence, records, and reports; prepare a variety of reports, correspondence, policies and procedures, and other written materials.

Coordinate development and submission of the budget for assigned section and monitor expenditures.

Work with outside agencies to coordinate police service response plans, resources, and operational issues.

Prepare news/media conferences and presses releases as necessary; respond to requests for information from the press.

Plan, direct, instruct, evaluate, supervise, and/or conduct training courses and various programs and activities.

Participate in, oversee, and coordinate the ordering and distribution of supplies and equipment; research procurement of department equipment as necessary.

Represent the department to the public, private groups, and individuals; provide information and direction to the public; assist in developing community policing strategies; respond to citizen concerns or inquiries regarding police services; maintain good relations and makes public service appearances.

Perform research and provide support for special projects.

Participate in and host meetings with professional group meetings, community partners, allied law enforcement agencies, labor groups, support services, and other stake holders; maintain awareness of new trends and developments in the field of law enforcement; incorporate new developments as appropriate.

Act for the Deputy Chief of Police and/or the Chief of Police as assigned.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, mentor, direct, and coordinate the work of others directly or through subordinate supervisors.

Analyze complex law enforcement and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstance.

Interpret and implement goals, objective, policies, procedures, work standards, and management controls.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices, techniques and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.

Principles and practices of leadership, management, and employee supervision, including selection, training, work evaluation, and discipline.

Administrative practices and methods including planning, delegation, and program implementation.

Practices and procedures of budget preparation and monitoring.

Criminal laws, codes, ordinances, and court interpretations, including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.

Best policing practices for the administration of police services.

Department vision, mission, leadership statement, performance principles, policies, and procedures.

The Incident Command System and Standardized Emergency Management Systems (ICS/SEMS)

Use and care of firearms.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Labor law, human resources management, and collective bargaining process.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in criminology, law enforcement, social sciences, public administration, or a related field.

Experience:

Two years of supervisory law enforcement experience equivalent to the rank of Police Sergeant.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a P.O.S.T Supervisory Certificate is required.

Possession of a P.O.S.T Advanced Certificate is highly desirable.

Additional Requirement

May be required to work holidays, weekends, and evening/nighttime hours. May be required to work on-call with ability to respond major incidents.

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