

**City of San Rafael
Job Class Specification**

Job Title: Police Lieutenant

SUMMARY:

Plans, coordinates, assigns and directs the work of a watch, section, shift or unit to provide protection of life and property, enforcement of laws and ordinances, and investigations. Directs and performs specified staff assignments.

General direction is provided by the Police Captain. Responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

This classification represents the first level of management in the law enforcement series directing the work of sworn and non-sworn classes either directly or through subordinate supervisors. This classification is distinguished from Police Captain, which has overall supervisory and budgetary responsibility for a division of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Plans, organizes, assigns, directs, and reviews work and activities of subordinate personnel assigned to a division, watch, shift, or unit; supervises police response to critical law enforcement situations and provides guidance and direction to subordinate personnel.
- Develops department policies, procedures and directives.
- Assists with establishing, implementing and monitoring department budget goals and objectives.
- Reviews crime trends, staffing levels, personnel effectiveness and equipment resources; assesses workforce allocation and makes recommendations for strategic plan.
- Prepares staff reports and makes presentations to the City Manager and City Council.
- Manages grants and oversees the grant application and budget process.
- Coordinates crime scene activities, ensures crowd control and the protection of evidence; coordinates investigations and assists subordinate personnel.
- Prepares performance appraisals of subordinate personnel; counsels employees regarding work performance and documents disciplinary issues.
- Directs, instructs, and supervises subordinate personnel in training; conducts in-service and/or briefing training; mentors subordinate personnel in career development.
- Enforces personnel regulations, resolves citizen complaints, and initiates employee discipline.
- Interviews, recommends and/or selects employees for special assignment and promotion.
- Provides information and direction to the public; assists in developing community policing strategies; maintains good public relations and makes public service appearances.

KNOWLEDGE OF:

- Modern police methods and administration.
- Community Oriented Policing and Problem-Solving.
- Information technology, personal computers and related software applications.
- Principles of leadership, management, supervision, training and employee development.
- Department vision, mission, values, policies and procedures.
- Labor law, human resource management and collective bargaining process.

ABILITY TO:

- Communicate effectively both verbally and in writing.
- Operate a variety of public safety equipment, including computers and related applications.
- Establish and maintain cooperative relationships with the public and fellow employees.
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.
- Maintain confidentiality regarding sensitive information.
- Facilitate problem solving, conflict resolution and resolve personnel grievances.
- Prepare and administer program budgets, grants and staff reports.

LANGUAGE, MATHEMATICAL AND REASONING SKILLS:

Ability to read, analyze, and interpret documents. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from groups of officers, public officials, and the general public. Ability to calculate figures and amounts such as interest, proportions, and percentages. Ability to apply concepts of basic algebra. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several variables.

EDUCATION, CERTIFICATION AND EXPERIENCE:

Associates Degree or 60 college semester units. Possession of (or eligible and applied for) either a California P.O.S.T. Advanced or Supervisory Certificate. Two years total experience as a Police Sergeant or higher rank and at least four years experience as a Police Officer or higher rank with the San Rafael Police Department. US citizen. At least age 21. Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and occasionally works evenings or weekends, usually in environmental conditions. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, predicable and protected against.

Department: Police

FLSA Status: Exempt

Prepared By: SRPD Succession Planning Committee

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Approved By: City of San Rafael & San Rafael Police Mid-Management Association

Approved Date: October 2008