

POLICE LIEUTENANT**DEFINITION:**

Under the general supervision of a Police Captain, performs a variety of routine and complex public safety work activities including but not limited to supervision of police patrol, investigations, traffic regulation, and other related law enforcement activities while serving as watch commander or bureau commander.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this class and may include, but are not limited to, the following: Supervises, inspects, and evaluates the work of police sergeants, police officers, and support staff in their assigned duties; assigns, directs, and manages the work of supervisors and/or officers engaged in patrol, traffic or investigation activities; may direct and manage other employees in records, property and evidence, and custodial functions; manages crisis situations; receives complaints or reports of emergencies and situations; reviews and coordinates the work of employees engaged in communications, record keeping, and the care and custody of prisoners; assists in planning and coordinating departmental programs and procedures; prepares reports to superior officers on incidents and special situations requiring administrative review; completes staff reports and personnel investigations as directed; provides guidance and training to subordinate officers and evaluates their performance; supervises officers in conducting investigations of crimes and civil disturbances; relieves superior officers in their absence as assigned; and work shifts, weekends, and/or holidays.

QUALIFICATIONS:

Training and Experience: Possession of an Associate of Arts (A.A.) degree or must have achieved units equivalent to an A.A. degree. Must have completed two years of supervisory experience at the sergeant level of which at least an aggregate of one year must have been in supervising patrol activity as a primary assignment. Possession of a Bachelor's degree or current enrollment in a Bachelor's degree program is highly desirable.

License and Certificates: Must possess a Peace Officer Standards and Training (POST) Intermediate Certificate, have completed the POST Supervisory course, possess a POST Supervisory Certificate and have a valid California Driver's License at the time of appointment.

Special Conditions of Employment: Persons employed after September 3, 1988, (as a condition of their continued employment) shall refrain from smoking tobacco or using any other tobacco substance at any time on or off duty.

Knowledge, Skills, and Abilities: Requires thorough knowledge of: Modern law enforcement principles, procedures, techniques, and equipment; applicable laws, ordinances, rules of evidence, Police Officer Bill of Rights, department rules and regulations, and the City's geography; skill in: critical thinking and strategic planning; interviewing techniques, conflict and problem resolution, effective and appropriate interpersonal skills; preparing written reports, operating department tools and equipment including police car and radio, handgun and other required weapons, baton, handcuffs,

pager; administering first aid and CPR; and operating a personal computer including word processing software; ability to: Plan, coordinate, supervise, and evaluate the work of subordinates; perform work requiring good physical condition; exhibit leadership and foster teamwork; manage organization change and growth; communicate effectively orally and in writing; make oral presentations before Council and other City staff; establish and maintain effective working relationships with subordinates, peers, supervisors, community groups, City staff, other agencies, and the public; and exercise sound judgement in evaluating situations, solving problems and making decisions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

While performing the duties of this job, the lieutenant is frequently required to sit, talk, hear, and may occasionally stand, walk, use hands to finger, handle, or operate objects, controls tools/equipment, reach, climb, crouch, crawl, lift and/or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. In the course of performing the duties of the job, the lieutenant frequently works in outside weather conditions. Noise levels in the work environment are usually moderate.