



## Police Lieutenant

Department/Division:	Police/Assigned Shift or Division
Reports To:	Police Captain
Provides Direction To:	Police Sergeants and Police Officers, auxiliary personnel, depending upon assignment
Exemption Status:	Exempt
Employment Status:	Classified
Date Prepared:	September 30, 2014
Date Revised:	January 25, 2018

### GENERAL PURPOSE

Under administrative direction, plans, organizes, and manages division operations for a patrol shift or administrative division; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Police Lieutenant is distinguished from the Police Sergeant by its larger scope of administrative responsibilities, span of supervisory control, and decision-making authority related to the interpretation of departmental policies and regulations. The Police Lieutenant is differentiated from the Police Captain, which has larger breadth of functional accountability for an entire bureau, including greater supervisory and budgetary responsibilities and more sensitive interfaces.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Manages the functions of a patrol shift or divisions, including Administrative Services, Traffic and Investigative Services; establishes goals and objectives; evaluates and resolves issues and complaints; addresses personnel issues and ensures training goals are achieved.
2. Schedules, assigns, and prioritizes work and determines need for additional staffing and overtime coverage in accordance with department regulations and bureau standards.
3. Reviews and interprets operating policies, standards, and procedures with respect to officer field conduct and calls; coordinates responsibility for priority calls on shift requiring additional staffing and mutual aid responses; specific problems.
4. Administers contracts and service agreements for the Police Department such as alarms, animal control, and other types of technical and intergovernmental services agreements.

## **ESSENTIAL FUNCTIONS (continued)**

5. As division liaison, attends division and bureau meetings and ensure that issues and needs are being resolved.
6. Selects, trains, supervises and evaluates the work of division personnel, and recommends disciplinary actions in consultation with the Police Captain.
7. Engages in law enforcement duty work and acts as liaison for collateral assignments involving other Police Sergeants and Police Officers.
8. Manages specific types of administrative functions as assigned such as policy development, internal affairs, fleet services, ride-along programs, shooting range, reserves, and volunteers; researches and coordinates program functions, staffing, and communications, and reports.
9. Attends a variety of meetings involving law enforcement organizations, Court officials, and federal, State, and county agencies related to projects or issues involving the Field Operations Bureau or the Administration and Investigations Bureau.
10. Conducts audits related to division practices and operations; reviews and analyzes operational procedures, documentation, and equipment and material inventories.
11. Works with management personnel to prepare the division budget; estimates revenues and plans and tracks expenditures by account for personnel and operating costs, including overtime allocations.
12. Prepares, analyzes, and presents a variety of management reports related to division and bureau operations.

## **QUALIFICATION GUIDELINES**

### **Knowledge of:**

Police science principles, operations, and designated administrative practices and collateral duties; property and evidence administration and chain-of-custody issues; crime reporting and documentation procedures; Vehicle Codes, Penal Codes and City Municipal Codes; principals and practices of jail operations and facility requirements; contract negotiations and administration methods; law enforcement principals and practices; police officer safety and firearm equipment requirements; CLETS record systems; budgeting practices; supervisory, training, and evaluation procedures; work scheduling practices; public relations practices and conflict resolution techniques.

**Ability to:**

Plan, manage, and coordinate operations for an assigned division or shift; prepare and analyze budget needs and timekeeping requirements and accurately estimate and track revenues and expenditures; analyze facility, equipment, manpower, and information systems requirements and adopt recommendations by working closely with other department personnel; prepare policies and procedures and evaluate the effectiveness of the operations of various divisions; prepare and present staff and activity reports; operate computer hardware and modern office equipment and use word processing, spreadsheet, and specialized applications programs; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, other law enforcement personnel, the general public, vendors, contractors, and others during the course of work.

**Education/Training/Experience:**

Possession of an Associate of Arts (A.A.) degree or must have achieved units equivalent to an A.A. degree preferably with major course work in Criminal Justice, Law Enforcement, or a closely related field. Possession of a Bachelor's degree or current enrollment in a Bachelor's degree program is highly desirable.

Completion of P.O.S.T. Basic, Intermediate, Advanced, and Supervisory Certificate is required.

Six (6) years of experience in police work is required, including at least two (2) years of experience at the supervisory level or higher, such as Police Sergeant.

**Licenses, Certificates; Special Requirements:**

Completion of P.O.S.T. Management Certificate is desirable, including training related to specific assignments, within two years of assignment to this classification.

Valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

**Age:** Must be 21 years of age or older at time of appointment.

**Citizenship:** Must be a citizen of the United States OR permanent resident alien who is eligible for and has already applied for citizenship.

**Psychological:** Applicants may undergo a psychological assessment by a qualified professional to determine their suitability for the position.

**Background Investigation:** Applicants will undergo a complete, comprehensive, P.O.S.T. approved, background investigation.

**Character:** Applicants must be of good character and reputation. Applicants must not have a record of conviction of a serious offense, or numerous convictions of minor offenses. Credit rating, if established, must be satisfactory.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

Employees are required to operate computer hardware and standard office equipment and firm grasping is required to carry, hold and operate duty equipment. Employees are expected to climb or scale walls, ladders, or steps, carry police safety gear; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Sensory demands include seeing, talking, hearing, and using smell. These positions must be able to push, pull, or drag objects or persons weighing up to 100 pounds or more, administer first aid, and fight in self-defense.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret human behavior; learn and apply new information or new skills; remain calm and use effective judgment in dangerous situations; and interact with citizens, business representatives, City staff, other organizations, safety personnel, school representatives, and the general public.

## **WORK ENVIRONMENT**

The employee constantly works in the field, and in emergency conditions may be exposed to loud noises such as, but not limited to, sirens, alarms, and diesel engines. The employee drives a patrol vehicle or operates other duty equipment depending upon position assignment. The employee occasionally works in the office in a controlled environment during briefings and when preparing police and administrative reports.

The employee is required to use a safety helmets, armored vest, earplugs, utility belts, batons, handcuffs, and other specialized duty equipment and be certified in protective and life saving equipment. The employee is subject to the threat of injury and life threatening hazards as part of police safety operations.