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## **POLICE LIEUTENANT**

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### **DEFINITION**

Under direction, plan, organize, administer and directs the activities of personnel on a designated shift and participates in the protection of public safety, health and welfare and enforcement of federal, state and local laws in interactions with the public; trains, supervises and evaluates subordinate personnel; may serve as Acting Police Captain.

### **SUPERVISION EXERCISED**

Supervises subordinate personnel.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Direct, plan, supervise and coordinate designated shift of officers and participate in patrol of designated areas to preserve law and order, provide crime prevention and discover crimes in progress; apprehend suspects; testify in court.

Research and conduct special projects preparing written and statistical reports; serve as liaison between shifts, organizational units and other law enforcement agencies and the public.

Develop officer training programs, prepare or direct the preparation of training manuals and instructional materials.

Review written reports and victim/witness statements for accuracy and completeness.

Ensure that assigned equipment including Department vehicles, radio equipment, firearms and less lethal weapons are used and maintained properly.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Develop and implement goals, objectives, policies, procedures; recommend and implement changes as required.

Assist in preparation and management of budget including identification of staffing, equipment, materials and supplies needs.

Respond to and handle more complex or difficult situations and citizen complaints.

Assist public, including providing first aid to injured/ill citizens.

Assist and cooperate with other public safety agencies.

Prepare and make presentations promoting crime prevention and public education of Police Department activities.

Serve as public information liaison to press and other media.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Federal, State, including the Penal Code, Vehicle Code, Health and Safety Code and local laws and radio communications procedures.

City's geography and that of the surrounding area.

Public safety equipment, firearms and less lethal weapons.

Techniques and practices used in law enforcement, patrol, investigation, public relations and report writing.

Principles of training, scheduling, supervision, evaluation, motivation and discipline.

Principles of budget preparation and monitoring.

Ability and Skill to:

Tactfully interact with members of the public.

Safely operate and use public safety vehicles and equipment, including lethal and less than lethal weapons.

Accurately and thoroughly prepare written reports and identify and make corrections to reports prepared by subordinates.

Think and act quickly in emergencies.

Schedule, train, supervise, evaluate, motivate and discipline subordinate personnel.



Prepare and monitor budget.

Communicate clearly both orally and in writing.

**QUALIFICATIONS**

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

AA/AS in criminal justice, public administration or related field and five (5) years law enforcement experience, including supervisory and investigative experience. BA/BS highly desirable.

**LICENSE OR CERTIFICATE**

Valid Class C California Driver's License and good driving record. Intermediate and Supervisory POST Certificates.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment/weapons used in subduing suspects

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand, walk for two hours at a time and engage in foot pursuits and other techniques used in the apprehension of suspects

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

Ability to lift, drag or pull up to 150 pounds

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

