



## Job Description

<b>Title:</b>	Police Lieutenant		<b>Created:</b>	October 2001
<b>Salary Level:</b>	444		<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Chief of Police	<b>Supervises:</b>	Applicable Staff	
<b>Job Family:</b>	None	<b>Bargaining Unit:</b>	Police	

### JOB SUMMARY:

To plan, direct, supervise, control and coordinate the activities of one of two divisions (Patrol Services or Special Services) within the department; and to act as part of the departmental management team.

### SUPERVISION RECEIVED/EXERCISED:

- Receives direction from the Chief of Police.
- Exercises direct supervision over sworn and non-sworn personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

- Plan, develop, recommend and implement division policy and procedures.
- Plan, organize and deploy division personnel to meet departmental and divisional goals.
- Monitor and evaluate the activities and establish standards and performance for division personnel and programs.
- Plan and direct the maintenance of police records, court documents and emergency communications.
- Coordinate and oversee the City's animal control program.
- Assist in the evaluation and monitoring of the departmental budget.
- Develop, prepare and monitor various criminal justice grant projects.
- Prepare required reports and presentations.
- Organize and direct departmental crime prevention activities.
- Conduct internal affairs investigations and provide for follow-up investigation of citizen complaints, as necessary.
- Attend various city and community meetings as a departmental or city representative.
- Evaluate overall departmental efficiency through the department's monthly statistical crime analysis reports.
- Plan, organize and implement training requirements of subordinate personnel.
- Recommend and maintain department discipline in accordance with City and departmental procedures.
- May command the department in the Chief's absence.
- Perform other duties as assigned.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Position Title - Continued***

**Ability to:**

- Plan, direct, manage and coordinate the work of a major division within the Police Department.
- Develop and administer sound divisional policies.
- Interpret and make decisions in accordance with applicable laws, regulations and policies.
- Meet the physical requirements established by the department.
- Communicate clearly and concisely, both orally and in writing.
- Act quickly and calmly in emergencies.
- Establish and maintain an effective work relationship with those contacted in the course of work.
- Work effectively with a variety of community groups.

**Knowledge of:**

- Modern principles, practices and techniques of police administration, organization and operation.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, care and custody of persons and property and juvenile delinquency control.
- Laws, ordinances and regulations affecting the work of the department, including the California Penal Code, Vehicle Code, Health and Safety Code and relevant provisions of other state codes.
- Law enforcement computer systems.
- Use of firearms and other modern police equipment.
- Local concerns and political issues.
- Principles and practices of organization, budget and personnel management in municipal government.

**Education and/or Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelor's degree from an accredited college or university.

**Certificates, Licenses, Registrations:**

- Possession of a valid California driver's license;
- Possession of both, advanced and supervisory P.O.S.T. certificates