

POLICE LIEUTENANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, plans, directs, manages, supervises, and coordinates the activities and operations of an assigned service area within the Police Division of the Public Safety Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to higher ranks as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of a division or service area of the Police Division; may oversee special projects or other assigned areas.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures of assigned staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; and to ensure safe work practices, quality, and accuracy; meets with staff to identify and resolve problems.
5. Coordinates the selection, orientation, training, and evaluation programs for department personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; initiates discipline procedures.
6. Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected.
8. Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations.
9. Responds to major incidents reported to the Police Division and ensures that all personnel are following emergency management protocol; assumes command of incidents as needed for the situation.
10. Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies; participates with community relations including public, media, and press relations; serves as staff on a variety of boards, commissions, and committees.

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11. Represents the department with other law enforcement services and allied agencies, other City departments, civic groups, and the public; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas.
12. Provides responsible staff assistance to higher ranks; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; develops and prepares new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
13. Manages and oversees assigned special projects.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate.
15. As assigned, assumes command of the department in the absence of the department head.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive municipal law enforcement program.
Principles and practices of program development and administration.
Principles and practices of law enforcement administration, organization, and management.
Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
Care, maintenance, and operation of firearms and other modern police equipment.
Methods and techniques of public relations.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations.
Recent court decisions and how they affect department operations.
Functions and objectives of federal, state, and local law enforcement agencies.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles of law enforcement information systems including a computer and applicable software.
Occupational hazards and standard safety practices.

Ability to:

Oversee and participate in the management of a comprehensive law enforcement program.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.

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Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Effectively present information and respond to questions from groups of managers, customers, and the general public.
Meet standards for physical endurance, agility, health and vision.
Act quickly and calmly in emergency situations.
Facilitate group participation and consensus building.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work flexible hours, including nights, weekends, and holidays.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college level course work that includes criminology, criminal justice, police science, business administration, public administration, or a related field.

Experience:

Six years of increasingly responsible law enforcement experience in all major phases of police work including two years of administrative and supervisory experience at a level comparable to a Police Sergeant with the City of Ceres.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of a P.O.S.T. Supervisory Certificate.
Possession of CPR and First Aid certifications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend

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meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group:

FLSA Status:

June, 2007

Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Police Lieutenant position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.