



June 2019  
FLSA: Exempt

## **POLICE LIEUTENANT**

### **DEFINITION**

Under general direction, plans, organizes, and directs the operations and activities of an assigned division within the Police department to safeguard the lives, property, and constitutional rights of local citizens; coordinates and manages the programs of the assigned division to ensure timely response to crime and accident scenes, emergency situations, and other requests for assistance and proper enforcement of local and State laws and ordinances; supervises and evaluates the performance of assigned personnel; provides highly responsible and complex staff assistance to the Police Chief; may act as the Police Chief in their absence, as designated; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction the Police Chief. Exercises direct and general supervision over sworn and non-sworn staff.

### **CLASS CHARACTERISTICS**

This highest level and full supervisory class in the sworn series responsible for supervising the functions of the patrol, traffic, investigative, and public service unit(s) in the Police Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day services and activities and is responsible for providing professional-level support to the Police Chief in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other Town departments and public agencies. This class is distinguished from Police Chief in that the latter has overall administrative and policy making responsibility of the Police Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the assigned division within the department; assume command of departmental activities in the absence of the Police Chief as assigned.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of police services and programs; continuously monitors and evaluates the efficiency and effectiveness of training, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Police Chief.
- Selects, trains, motivates and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and

- concerns.
- Oversees the enforcement of federal, state, and local laws, regulatory codes, and ordinances; manages investigations and allocates and assigns needed resources; conducts or internal affairs investigations or reviews recommendations.
  - Provides technical expertise, information, and assistance to the Police Chief regarding assigned Police services and activities.
  - Develops and works with the Chief of Police to prepare the annual preliminary budget for the assigned division; controls and authorizes expenditures in accordance with established limitations; writes grants applicable to law enforcement and monitors related funds; estimates supply, equipment, and personnel needs; initiates requisitions and prepares budget requests as appropriate.
  - Communicates with administrators, personnel, and outside organizations as appropriate regarding community policing, crime prevention, and law enforcement administration; resolves sensitive issues and public concerns.
  - Attends and participates in a variety of meetings, boards, and committees; attends civic events and represents the department as directed; provides information to civic groups, news media, and others regarding departmental functions and activities.
  - Plans, organizes, controls, and direct operations and activities related to the emergency and non-emergency dispatch of police; directs activities to ensure proper and timely response to routine and emergency requests from Town personnel and the public.
  - Responds to emergency or unusual situations; performs the full range of patrol, investigative, and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees or exchange information regarding crimes of mutual interest.
  - Oversees the preparation of formal descriptive reports of suspected harmful or illegal conditions or activities and of actions taken in response to such conditions or activities, for use by the department and other public agencies; review reports for accuracy and completeness.
  - Researches, compiles, assembles, and analyzes information related to crime, Police Officer and department statistics; prepares reports concerning employee and program efficiency; oversees the maintenance of required documents and records and the preparation of federal, State, and local mandated reports.
  - Utilizes and ensures proper maintenance of a variety of specialized equipment such as firearms, police vehicles, radios, batons, handcuffs, flares, pepper sprays, electrical weapons, breath testing equipment, and others according to established procedures; maintains proficiency in driving and the use of firearms; utilizes a computer to research information and prepare investigative reports.
  - Provides first aid and rescue services at crime scenes, accidents, and other emergency situations.
  - Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
  - Conducts investigations into internal affairs cases; summarizes information and makes recommendations to the Police Chief; implements disciplinary actions as required.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Applicable federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Practices and techniques for operating a motor vehicle in a safe manner under patrol, pursuit, and emergency conditions.
- Practices and procedures of crime scene investigation, evidence collection and preservation.
- Modern investigative methods including interviewing and interrogation techniques.
- Rules of evidence regarding search and seizure and the preservation of evidence, including technical aspects of field of specialty.
- Techniques of first aid.
- Principles and practices of public speaking.
- Record-keeping and report preparation techniques.
- Principles and practices of community-oriented policing and problem-solving.
- Town protocol for disaster preparedness and emergency operations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the department and the Town.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Prepare and maintain comprehensive, detailed, and descriptive reports.
- Demonstrate keen observation and memory.
- Administer first aid as necessary.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the

course of work.

**Education and Experience:**

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

Equivalent to a bachelor's degree in criminal justice, police science, public administration, or a related field and two (2) years of supervisory experience in the police service equivalent to Police Sergeant at the Town of Paradise.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid Supervisory certificate issued by the California State Commission on P.O.S.T. is required at the time of appointment.
- Possession of a valid CPR certificate is required.
- Possession and maintenance of firearms qualification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

**WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.