



**Closing Date: Friday, August 30, 2024 @ 5:00 p.m.**

## 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.

### 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; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- 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.
- 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.
- 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.
- 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.
- 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.



## Knowledge of:

- Principles and practices of leadership and employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- 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 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.
- 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.



## License 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.

## Benefits

Benefits provided by the Town of Paradise will be pursuant to the Police Management & Mid Management Unit for this position. Outlined below is a summary as at the time of recruitment.

- \$40K lateral signing bonus - \$15K at time of hire  
\$15K at completion of probation  
\$10K at subsequent successful annual review
- PERS retirement - 2.7%@57 for new or PEPR members  
3%@55 for Tier 2 Classic members  
3%@50 for Tier 1 Town employee
- Retiree Medical Upon retirement, retiree receives continued employer contribution in the same amount as active employees for lifetime.
- POST Cert. Pay 2.5% Intermediate  
2.5% Advanced
- School Incentive Pay \$75/mo. for some college plus additional \$1 per unit up to \$65
- Uniform Allowance \$930/yr.
- Admin Incentive 120 hrs./yr. Paid bi-weekly. This pay type is PERSable.
- Longevity 5%@10yrs, up to 7.5%@15yrs  
AND/OR 2.5% Supervisory Cert.  
AND/OR 2.5% Management Cert.
- Sick Leave 96 hrs./yr.
- Vacation Leave\* 0-4 years = 120 hrs./yr.  
5-9 years = 135 hrs./yr.  
10-14 yrs. = 176 hrs./yr.  
15 & over = 200 hrs./yr.

\*Vacation hours are negotiable depending on experience up to the maximum of 200 hours per year.

- Holidays 13 days/yr. Paid bi-weekly.
- Medical Plan\* PERS Medical Plan\*\*, Dental & Vision plans

\*Some employee costs apply to health plans

\*\*Deferred compensation in lieu of medical is an option

- Short-Term & Long-Term Disability Plan @ 2/3 of base salary up to max.
- Life Insurance \$100,000
- Gym Reimbursement \$120 per quarter

## Important Application Information

- For a complete job description please [www.townofparadise.com](http://www.townofparadise.com)
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address:  
Town of Paradise – Human Resources Department  
**Attn: Police Lieutenant**  
5555 Skyway  
Paradise, CA 95969
- Application packets must include the following:
  - [Employment Application Form](#)
  - Resume and Cover Letter
  - DMV Driver's History

## Final Filing Date

**Friday, August 30, 2024 @ 5:00 p.m.**

Postmarks will not be accepted as proof of filing date

## Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in a multi-faceted testing process. The successful candidate will be required to pass an extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer

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**The Salary for Police Lieutenant  
Up To:  
\$135,003\* to \$169,771\*  
annually**

\*Includes POST Certificate pay, maximum longevity/POST in lieu of longevity incentive, maximum school incentive, Uniform, Holiday and Admin. incentive pay.