POLICE LIEUTENANT

DEFINITION
Under general direction, oversees and supervises the overall operations of assigned Bureau(s) or Division(s) of the Police Department.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Oversees and supervises the overall operations of assigned Bureau(s) or Division(s); supervises subordinate staff engaged in field or support activities of assigned Division(s); delegates plans of action, enforces Department policies and procedures and ensures subordinate staff compliance with Departmental and Bureau or Division goals and objectives; assesses and maintains appropriate staffing levels for assigned Bureau(s) or Division(s); prepares and monitors budget for assigned Bureau(s) or Division(s); responds to inquiries or complaints against personnel of assigned Bureau(s) or Division(s); trains, monitors and reviews performance of assigned personnel; monitors and resolves personnel issues and conflicts; attends meetings with other law enforcement agencies, the community and volunteer organizations.

According to area of assignment: serves as public information officer at crime scenes and related command posts; facilitates the acquisition of equipment and supplies for the Police Department; drafts contracts and meets with outside vendors and contractors for contracted services; assists employees with work activities and calls or inquiries from citizens; prepares and presents staff reports, written reports, memos, special projects, contracts, purchase reports, paperwork and assignment reports; represents the Police Department at Public Hearings and meetings; assists Police Chief with completion of special projects and assignments; receives and screens incoming correspondence and requests for the Chief.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement. Knowledgeable of City and Department policies and procedures. Knowledgeable of modern law enforcement practices, principles and trends. Skilled in planning, organizing and directing the work of assigned staff. Skilled in working within deadlines to complete projects and assignments. Skilled in providing and following oral and written instructions. Skilled in establishing and maintaining effective working relationships. Ability to perform essential duties with little supervision. Ability to effectively communicate verbally and in writing in English.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking and bending, and occasional climbing and lifting up to 25 pounds. May occasionally be exposed to moving traffic, extreme temperatures and weather, potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Bachelors degree in Law, Criminal Justice, Political Science or closely related field, AND seven (7) years experience in law enforcement including three (3) years at a supervisory level OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid POST Management Certificate and a California driver’s license. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement.