



POLICE LIEUTENANT

DEFINITION

Under general direction and as Division Commander, directs the activities and staff of an assigned division in the protection of public safety, health and welfare, enforces federal, state and local laws in interactions with the public and trains, supervises and evaluates subordinate sworn personnel.

SUPERVISION EXERCISED

Provides direct supervision of subordinate sworn personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Responsible for activities of assigned Division; may serve as Watch Commander on an assigned shift and may patrol a designated area to preserve law and order, provide crime prevention and discover crimes in progress.

Apprehend suspects.

Direct and review investigations of crimes and traffic accidents and the gathering of evidence, interviewing victims and witnesses.

Review reports and written victim/witness statements for accuracy, completeness, grammar, punctuation and spelling.

When assigned to Investigative Bureau, manages detectives' case load and reviews all reports prepared by Bureau staff and conducts pre-employment background checks.

May testify in court.

Prepare, use and maintain assigned equipment including patrol vehicle, radio equipment, firearms and less than lethal weapons.

Schedule, train, supervise and evaluate subordinate personnel.

Assist public, including providing first aid to injured/ill citizens.

Assist and cooperate with other public safety agencies.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Federal, State, and local laws (including but not limited to including the Penal Code, Vehicle Code, and Health and Safety Code).

Radio communications procedures.

City's geography and that of the surrounding area.

Law enforcement agencies as related to patrol functions.

Principles of training, supervision and employee evaluation.

Ability and Skill to:

Tactfully interact with members of the public, both victims and suspects.

Safely operate and use public safety vehicles and equipment, including lethal and less than lethal weapons.

Schedule, train, supervise and evaluate subordinate personnel.

Communicate clearly both orally and in writing.

QUALIFICATIONS

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

AA degree or completion of 60 college semester units and eight (8) years law enforcement experience, including two (2) years as a Sergeant. BA/BS highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and good driving record. Possession of the Peace Officer Standards and Training (POST) Supervisory Certificate. Possession of the POST Advanced certificate highly desirable.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment/weapons used in subduing suspects.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand, walk for two hours at a time and engage in foot pursuits and other techniques used in the apprehension of suspects.

Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold and wet.

Ability to lift, drag or pull up to 150 pounds.

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business.