



Police Lieutenant (Second in Command)

DEFINITION:

Under administrative direction, assists the Chief of Police in coordinating and directing departmental activities and field operations; relieves the Chief of Police of day-to-day duties associated with police operations; performs responsible and complex administrative work; directs or conducts special surveys; acts for the Chief of Police in his/her absence; may act as a watch commander on a specified shift; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Lieutenant** is an administrative management level class, which assists the Chief of Police in overall operations and meeting the Police Department's established mission and goals. The incumbent assists in formulating policy, developing goals and objectives, supervising staff, administering the department budget, and directing day-to-day activities. This class is distinguished from Police Chief, which has overall management responsibility for all law enforcement and related activities and functions.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction the Chief of Police. Exercises direct and indirect supervision over assigned staff and programs.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Organizes, deploys, supervises and evaluates the work of staff and provides for their training and development; administers discipline as required; participates in developing departmental training programs; ensures compliance with P.O.S.T. and departmental requirements.
- Assists in developing and implements goals, objectives, policies, procedures and work standards for the department; assists in developing and implements staffing plans, procedures and standards for program evaluation.
- Prepares a variety of studies and reports related to current issues and long-range City needs and develops specific proposals to meet them.
- Works closely with public and private groups and individuals to explain or coordinate departmental programs; responds to citizen concerns or inquiries regarding police services.
- Coordinates the work of the department with that of other City departments, outside agencies, citizen groups, the courts and the media on the assigned shift or in the assigned area of responsibility.
- Interprets departmental and City policies and procedures to staff; provides technical assistance to staff; ensures compliance of assigned activities with pertinent codes, regulations and guidelines.
- Directs the preparation of or prepares and maintains written reports, records and correspondence.
- Personally performs a wide variety of sworn police duties, as required.
- Serves as Police Chief on a relief basis.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education, training and experience that would provide an opportunity to acquire the knowledge, skills, and abilities listed above.

A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of two years of college. Possession of a Bachelor's degree with major coursework in criminal justice, criminology, public or business administration or a related field is preferred, and

Experience: At least two years of supervisory-level sworn law enforcement experience. Additional sworn law enforcement experience may be substituted for the education outlined above on a year-for-year basis.

License/Certificate: Possess and maintain a valid State of California Class C motor vehicle operator's license during course of employment. Possess a P.O.S.T. supervisory certificate. Ability to obtain a P.O.S.T. management certificate within two years. Must be able to maintain weapons qualification and other certificates as specified by P.O.S.T.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Principles, practices and techniques of police administration, organization, and operation; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated law enforcement information systems, search and seizure, code violations and care, and custody of persons and property; functions and objectives of federal, state, and local law enforcement agencies; applicable federal, state and local laws, codes, and regulations, including the California Penal Code, Government Code, Vehicle Code, and other related regulations and court decisions; principles and practices of budget administration; care, maintenance, and operation of a variety of law enforcement equipment; methods and techniques of supervision, training, and motivation; concepts of human relations and interaction; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Plan, direct, manage, and coordinate the work of the Police Department in law enforcement, crime protection, and crime prevention; participate in the establishment of Department goals, objectives and methods for evaluating achievement and performance levels; analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; act quickly and calmly in emergency situations; facilitate group participation and consensus building; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations.

SELECTION PROCESS:

Although a resume shall also be submitted, it will not be accepted as a substitute for any of the required application documents. All completed applications will be reviewed. The most qualified applicants will receive a written invitation to appear before the appraisal board. An appraisal board will evaluate each candidate's experience, education, background and other job related qualifications for the position. Offers of employment are contingent upon successful completion of a City-sponsored physical/psychological examination and background check.

AFFIRMATIVE ACTION/EEO

If, because of a disability or for religious reasons, you would like to arrange for an accommodation in order to participate in the appraisal interview, we encourage you to contact Katie Duran at kduran@cotaticity.org, phone 707-665-3624