POLICE LIEUTENANT

DEFINITION

Under general direction to plan, coordinate, and supervise the law enforcement and crime prevention activities of an assigned patrol watch or investigation bureau, and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, coordinating, and supervising the work of staff assigned to a major area of law enforcement functions.

EXAMPLES OF DUTIES

Provides supervision and work coordination for staff assigned to the law enforcement and crime prevention activities on an assigned patrol watch; supervises the work of the assigned police sergeant; makes patrol assignments and briefs the staff on significant problems on particular patrol beats; oversees the enforcement of laws and ordinances, preliminary investigation of crimes, and gathering of evidence; interrogates witnesses, suspects, and victims; directs the booking of suspected persons; advises and instructs police officers in their work; proceeds to scenes of serious disturbances or law violations and provides supervision and assistance in investigating and handling the situation; maintains discipline; listens to and attempts to resolve grievances; prepares formal evaluations of shift personnel; discusses arrests with arresting officer and advises as to the booking of prisoners; reviews shift reports; provides information and assessments of problems for the subsequent shift; analyzes crime reports; prepares reports and maintains a variety of records; oversees the activities of dispatchers and support personnel; oversees jail operations and activities; may represent the Police Department with community groups and organizations, as directed; performs the more complex law enforcement and crime prevention activities as needed; may supervise the operations of the investigations bureau which includes adult detectives, juvenile detectives, narcotics/vice detectives, court liaison, and identification and evidence detectives; represents assigned functions with City staff and other governmental agencies as delegated.

POLICE LIEUTENANT

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Possession of intermediate certification issued by the California Commission on Peace Officer Standards and Training.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of law enforcement, including patrol, crime prevention, traffic control, and investigation and identification techniques.
- Principles of supervision and training.
- Criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure, and the preservation and presentation of evidence in court.
- Recent court decisions on the arrest and handling of suspects and prisoners.
- Federal, State and local codes and ordinances pertaining to juveniles and the processing of juveniles.
- Use and care of firearms.
- Research methods and procedures.

and

Ability to:

- Plan, coordinate, and supervise the City's law enforcement and crime prevention activities in an assigned area.
- Provide supervision, training, and work evaluation for staff.
- Assist with formulating, implementing, and evaluating department policies and procedures affecting provision of law enforcement services.
- Analyze situations quickly and direct effective courses of action.
- Exercise restraint and judgment in emergency situations.
- Prepare clear, concise, and comprehensive reports and presentations.

POLICE LIEUTENANT

EMPLOYMENT STANDARDS - (cont.)

- Research, collect, and analyze facts and evidence.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the law enforcement functions of the Department agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Intermediate POST certification or graduation from an accredited "two" year college or university with major course work in police science, administration of justice, business administration, public administration, or a closely related field.

Work Background: Four years of experience in law enforcement including successfully completing the required probationary period for Police Sergeant.

August 1992 September 1996 Res. 96-122