



**MARCH 2025**  
**FLSA: EXEMPT**

## **POLICE LIEUTENANT**

### **DEFINITION**

Under general direction, plans, organizes, oversees, supervises, reviews and evaluates work of field service officers or investigative, dispatch and records staff through a subordinate level of supervision; trains staff and provides for their professional development; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Police Chief; acts for the Chief on a relief or as assigned basis; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Police Chief. Exercises direct and general supervision over sworn and non-sworn staff through subordinate supervisors.

### **CLASS CHARACTERISTICS**

This is the mid-management level classification within the City's Police Department. Incumbents organize and oversee all sworn and non-sworn units within the Police Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day services and activities and is responsible for providing professional-level support to the Police Chief including participating in short- and long-term planning and development, and administration and various other projects and studies. This class is distinguished from Police Chief in that the latter has overall management responsibility of the Police Department.

### **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 Police Department, including patrol, traffic, crime prevention, investigation, communications, dispatch, records and property and evidence.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends and administers policies and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations.
- Coordinates activities of staff and the division with those of other City departments and outside agencies.
- Assists in managing and participates in the development and administration of the Police Department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and

supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; evaluates new revenue generating and cost saving initiatives.

- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of police services and programs; assesses and monitors workload; identifies opportunities for improvement and makes recommendations to the Police Chief.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures as appropriate.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution as necessary.
- Provides effective professional liaison between the Police Department and other City Departments and divisions.
- Oversees the maintenance of departmental files; directs the release of records; manages dispatch activities.
- Represents the City and/or the Police Department in meetings with members of other public and private organizations, businesses, educational and community groups.
- 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; may oversee and coordinate the work of multi-agency task forces or committees.
- Provides highly complex staff assistance to the Police Chief; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Assists in providing leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in police services; researches emerging products and enhancements and their applicability to City needs.
- Assists the Police Chief with special projects, as needed.
- Assumes departmental command when authorized to do so.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, work plan development, implementation, and evaluation.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, and the training of staff in work procedures.
- Public agency budgetary, contract administration, and general principles of risk management related to the functions of the assigned area.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Functions, services and funding sources, of a full-service municipal police department.
- 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.

- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and ongoing developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Safety principles and practices, including First Aid and adult and child CPR.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups; various business, professional, educational and regulatory organizations; and with property owners, developers, contractors, and the public.
- Techniques to effectively interact with individuals of various ages, socio-economic, and ethnic groups.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Safe driving rules and practices.

**Ability to:**

- Assist in developing and implementing of goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and explain public safety programs to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written material.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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:*

An associate's degree in criminal justice, police science, public administration, or related field is required. A minimum of seven (7) years of supervisory experience in the police service equivalent to Police Sergeant or above at the City. A bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration or closely related courses is preferred.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.