

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: August 2013

CLASS TITLE: Police Lieutenant

JOB CODE: 01870

WORKING TITLE: Lieutenant

FLSA STATUS: Exempt

REPORTS TO: Chief of Police

HIRING STATUS: At Will

JOB SUMMARY

Under limited direction, the Police Lieutenant performs supervisory, administrative and technical duties in planning, coordinating, assigning and directing the functions of a police unit or division; assists in designing and implementing procedures, methods, programs and departmental goals and objectives; responsible for the efficient accomplishment of the daily activities of an assigned unit or division and assisting higher management in meeting the goals and objectives of the Police Department; provides protection of life and property, enforcement of laws and ordinances; conducting and overseeing investigations; assumes command in emergency situations.

Limited direction is provided by a Police Captain or the Chief of Police. Responsibilities include the direct and indirect supervision of sworn and non-sworn personnel either directly or through subordinate supervisors.

DISTINGUISHING CHARACTERISTICS

This is the first exempt management level classification in the Police classification series populated with a limited number of incumbents. The Police Lieutenant is responsible for directing and supervising the work of sworn and non-sworn classifications either directly or through subordinate supervisors; this classification may function as watch commander on an assigned shift. The Police Lieutenant is distinguished from the next higher exempt management classification of Police Captain in that the latter has executive management responsibility and serves as Deputy Chief of Police. The Police Lieutenant is distinguished from the next lower classification of Police Sergeant in that the latter is a non-exempt represented classification having lead responsibility for a team of police officers or performs specialized police assignments.

EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- Develops and implements division or area goals, objectives, policies, and procedures in support of the departmental mission, vision and values; evaluates division activities, policies, procedures, and departmental rules, orders, and regulations and makes recommendations as needed; assists in designing, coordinating, and implementing community education, organization and mobilization efforts;
- Assists in designing and implementing contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, public participation, citizen engagement and related functions, including investigation and identification, patrol, traffic control and safety and community involvement;

- Assumes administrative control of all persons employed within a division or area assigned; reviews, directs, and develops the performance of assigned staff and support staff; organizes and coordinates the dissemination of support information to staff within the office, division, or area assigned; establishes and directs training programs for both sworn and non-sworn personnel; reviews investigations of officer and/or staff misconduct within the office, division or area assigned and recommends disciplinary action to the Captain or the Chief of Police;
- Conducts inspections of the division or area assigned to ensure compliance with laws, department and City policies and procedures;
- Assists in developing, implementing, and monitoring departmental and program budgets and provides administrative guidance for the control of budget expenditures;
- Conducts internal investigations of citizen and officer complaints; responds to major crime and accident scenes, supervises and participates in investigations, interviews and interrogations in the field; personally conducts highly complex or sensitive investigations; reviews, evaluates and makes recommendations on reports submitted by subordinate Police Officers; supervises special investigations and prepares evidence for court presentation; recommends disciplinary action to the Police Captain or Chief of Police;
- Works with outside agencies to coordinate police services response plans, resources and operational issues; assists other law enforcement agencies with investigations or arrests;
- May take charge of incidents or situations of a sensitive or complex nature;
- Represents the City and/or Police Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; serves as Acting Chief of Police as required, or as assigned by the Police Chief with the concurrence of the City Manager;
- Presents oral and written reports to city agencies and the city council, public safety interest groups, other interested parties and groups, and the public;
- Provides lead and/or support assistance in grant proposal preparation and administration;
- In addition to the above, area patrol management operation duties and functions may be assigned;
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by graduation from an accredited four-year college or university with a degree in Criminology, Law Enforcement, Law, Public or Business Administration, or similar major; and at least five years of progressively responsible work experience as a sworn law enforcement officer, including a minimum of two years as a Police Sergeant or equivalent level supervisory officer; and possession of a P.O.S.T. Advanced certificate.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- Contemporary principles, practices, and techniques of Police administration, organization, and operations, including fiscal and human resources management;
- Current rules of evidence, State and local laws affecting the work of the department;

- Contemporary technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping and care and custody of persons and property;
- Criminal law, with particular reference to the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence;
- California Penal Code, department policies, rules, regulations and General Orders;
- Principles and practices of organization and management, supervision, training and procurement processes;
- Methods and techniques of conducting objective research;
- Contemporary budgetary principles and practices, including fund accounting concepts;
- Contemporary technology and its application in law enforcement, including various types of firearms, communication devices/systems, information systems, and vehicles;
- Local government institutions, governance, and service delivery responsibilities.

Ability to:

- Listen effectively;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- Conduct complex technical subject matter research, either independently or as part of a group, requiring the application of quantitative and qualitative research methods;
- Interpret complex and difficult situations, reducing them to their significant elements, and applying appropriate interpretations to the situations;
- Complete assigned tasks relying on broad descriptions of objectives, rather than on extensive, separate instructions requiring frequent supervision;
- Prioritize workload effectively to meet deadlines under changing conditions;
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- Formulate meaningful work programs in assigned areas of responsibility;
- Organize the work of subordinates in order to successfully achieve a common mission;
- Direct the actions of subordinate officers in sensitive or complex law enforcement operations;
- Meet the physical, psychological and background requirements necessary to safely and effectively performed assigned duties and responsibilities;
- Use computers and peripherals effectively in the accomplishment of assignments.

Language Skills:

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, scientific, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

Reasoning Skills:

- Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, scientific, or statutory forms, and to deal with both abstract and concrete concepts.

PHYSICAL DEMANDS

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Work days are frequently long, and work product deadlines are common.

Confidentiality is expected.