

POLICE LIEUTENANT

Definition:

Under general direction manages and participates in assigned programs, functions and activities for a bureau, staff function or work shift; administers operations and prepares and evaluates field and staff reports; conducts internal investigations; performs sworn police duties in the prevention of crime and the enforcement of law and order, public safety and the protection of life and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, coordinates, manages, participates in and evaluates field enforcement and police services work performed by subordinate levels of staff.

Oversees a bureau, staff function or work shift.

Briefs staff and communicates policies and instructions.

Conducts periodic uniform inspections and equipment and vehicle inspections.

Receives complaints and reviews case histories.

Monitors and evaluates crime trends.

Meets with public groups to discuss pro-active strategies and Police Department programs.

Establishes goals and objectives and evaluates progress toward reducing criminal offenses.

Directs or assists subordinate staff in handling difficult cases.

Participates in employee selection, training, supervision and evaluation and conducts internal investigations.

Develops, implements and evaluates programs, training plans, rules and procedures and recommends policy changes.

Establishes work schedules and determines staffing deployment and appropriate level of response.

Monitors the budget of assigned areas and tracks and reports on the status of same as needed.

Operates a computer to produce a wide variety of reports, correspondence and other data.

Drives a vehicle on City business.

Performs work requiring good physical condition.

Relieves superior officers and performs lower level sworn officer duties as needed.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Lifts and moves equipment and other items weighing 50 pounds or less.

Class Characteristics:

Police Lieutenant is a multi-incumbent sworn management position in the Police Department with specific responsibility for the functions of a bureau, staff function or work shift. Incumbents coordinate assigned operations with other managers and provide leadership and direction to Sergeants and other staff. Duties require substantial initiative and judgment over a wide variety of situations.

Contacts and Relationships:

A Police Lieutenant establishes and maintains contact with other Police Department and City staff, other law enforcement personnel and law enforcement representatives, civic and community groups and court officials. Contact will occur with a wide variety of individuals including the public and may include suspects, criminals, victims and witnesses.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

English usage, spelling and grammar.

Police principles and practices.

Management and leadership theory and effective supervisory principles and techniques.

Community based policing practices.

Police Department organization, policies, practices, procedures, goals and objectives, rules, regulations and equipment.

Penal code regulations, criminal procedures and the Peace Officer Bill of Rights.

Contemporary patrol, traffic enforcement, criminal investigation, communications, and police records management theory and practices.

State and Federal laws and rules related to area assigned including those governing criminal evidence, search and seizure and arrest and custody.

Computer applications related to area assigned.

AND

Ability to:

Manage, plan and coordinate the work of staff on an assigned shift or in an assigned bureau.

Prepare and present accurate and concise management reports.

Evaluate operational effectiveness and adopt effective courses of action.

Communicate effectively orally and in writing in English.

Make public presentations and meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

Understand and carry out oral and written instructions independently.

Use applicable weapons.

Manage the budget for assigned area(s).

Establish and maintain effective relationships with those contacted in the course of work and work under strict law enforcement structure.

Exercise self control and independent and sound judgment in evaluating situations and in emergency/hazardous situations and make quick, effective and reasonable decisions.

Mandatory Requirements Include:

Education: Bachelors Degree from an accredited college or university in a related field and possession of a Commission on Peace Officer Standards and Training (POST) Supervisory Certificate.

AND

Experience: Eight years of experience as a full-time peace officer including two years of full-time experience as a Fullerton Police Sergeant and current rank of Sergeant.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that a Police Lieutenant file financial disclosure statements in accordance with state and local laws.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is normally performed in an office environment. Some work occurs on-site when responding to calls/incidents. When responding to occasional calls/incidents there may be full exposure to the elements and an incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance. In the office, an incumbent uses a computer, keyboard and related equipment, walks, sits and stands for periods of time. An incumbent drives a vehicle on City business and when on-site, may run on slippery/uneven surfaces, climb ladders and stairs, walk on ledges, jump down from elevated places, kneel, crouch, twist, reach, bend, crawl in confined spaces and grasp, lift, carry, push, pull and drag equipment and other items weighing up to 50 pounds. Incumbents may occasionally perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing up to 150 pounds. During the course of some tasks, an incumbent may be exposed to blood, other bodily fluids/products, communicable diseases, extreme noise, grease/oil, a variety of fumes, solvents and chemicals, electrical hazards, vehicular traffic and smoke. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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