

POLICE LIEUTENANT

Salary Range: 23 (Public Safety Management Salary Schedule)

DEFINITION

Under direction, to plan, direct, coordinate and supervise the personnel and activities of a Division of the Police Department as assigned; to provide responsible technical and administrative support to the Chief of Police or designee; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Police Lieutenant classification is distinguished from the Police Sergeant in the latter is responsible for supervising police field operations as a watch commander on an assigned shift, and is not responsible for overseeing the personnel and activities of a Division. This class is distinguished from the Police Captain in that the latter has responsibility for supervising the personnel and activities of either the Operations Division, Investigations Division, or Support Services Division of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

This is a management level classification and incumbents receive only general direction from the Chief of Police or his designee. Incumbents exercise direct supervision over sworn and non-sworn professional, supervisory, technical and clerical staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Assists the Captain in Managing all services and activities of a division, which may include field operations, investigations, communications, and administration.
- Participates in development and administration of the department budget.
- Assists in developing, recommending, implementing and administering department policies, procedures, and standards of safety and holds all members of the department accountable ensuring compliance for following policies, procedures, applicable laws, and regulations.
- Interprets and applies provisions of laws, rules and regulations related to the Police Department.
- Helps to establish, within City policy, appropriate service and staffing levels; allocates resources accordingly.
- Appraises employee performance, conducts informal counseling on work issues, conducts formal investigation of policy or law violations of employees, and prepares documentation and improvement plans for deficiencies
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Coordinates the Division's work plan; meets with other management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; assists with Division scheduling as needed

- Confers with citizens and City officials on law enforcement problems; assists in the development of innovative law enforcement programs and practices; advises and assists subordinates in highly complex criminal and other investigations
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; coordinates and/or directs the implementation of changes.
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Represents the Police Department to other City departments, elected officials and outside agencies; explains and supports Police Department programs, policies and activities
- Coordinates department activities with other divisions, departments, governmental agencies and outside organizations
- Prepares and maintains a variety of records, reports and correspondence related to program activities
- Participates in various professional organizations, and serves on various boards and committees as directed; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations
- Attends required training courses and seminars to stay abreast of new trends and innovations in the field of law enforcement
- Responds to major crime scenes on a 24-hour per day basis; performs law enforcement duties as required, including but not limited to responding to calls to assist officers, serving warrants, apprehending and arresting suspects, conducting preliminary and/or follow-up investigations, reviewing crime reports, and preparing required reports
- Assist with or act as the accreditation manager for department accreditation through CALEA
- May serve as Watch Commander and S.W.A.T. Team Commander
- Coordinate and schedule officer training and development activities
- Coordinate the operation of the holding facility
- Oversee traffic enforcement activities
- Ensure all necessary and essential equipment is functioning properly and safely at all times
- Oversee and participate in the development and implementation of effective crime prevention and educational programs
- Prepare grant applications; administer grant funding
- Coordinate employee programs, including wellness activities
- Coordinate department public relations and public information functions
- Coordinate and/or perform internal affairs unit
- Coordinate the procurement of department equipment, materials and supplies
- Acts on behalf of the Chief of Police as directed
- Perform related duties and responsibilities as required

EMPLOYMENT STANDARDS**Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
City organization and functions; laws, rules and regulations governing Police Department activities
- Operational characteristics, services and activities of a comprehensive municipal law enforcement program
- Structure, functions, and inter-relationships of state and local law enforcement agencies
- Up-to-date law enforcement procedures; use and maintenance of firearms, automotive, radio and other law enforcement equipment
- The layout of City roads and the locations and characteristics of City neighborhoods
- Public/community relations practices and procedures
- Recent developments, current literature and sources of information related to police science and public safety
- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

Ability to:

- Plan, organize, assign, supervise, review and evaluate the activities of program areas within the Police Department
- Select, train, motivate and evaluate staff
- Develop, implement, and interpret goals, objectives, policies, procedures and work standards to ensure provision of effective and efficient municipal law enforcement services
- Coordinate division activities with other City departments and agencies as required
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to program activities
- Interpret, analyze, apply and enforce federal, state and local laws, rules and regulations
- Identify and respond to community and City Council issues, concerns and needs
- Plan and administer a complex budget; allocate limited resources in a cost-effective manner
- Research, analyze and evaluate new service delivery methods, procedures and techniques
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others
- Properly use firearms and other work-related equipment
- Prepare clear, concise and logical written and oral reports
- Use English to effectively communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

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

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, public or business administration, or a related field **AND**
- Eight (8) years of increasingly responsible law enforcement and administrative experience with a municipal or general law enforcement agency including at least two (2) years of supervisory experience.

Note: At least one year of supervisory experience must be obtained at the rank comparable to that of a Police Sergeant with the City of Rocklin. Internal applicants must be off of probation as a Sergeant prior to date of appointment.

GENERAL QUALIFICATIONS**License Requirements:**

- A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- POST Supervisory Certificate
- POST Advanced Certificate

Physical Requirements

The incumbent appointed to this position must be physically able to perform the duties of this position, including the mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties or field work; lift or carry weight up to 50 pounds; strength and stamina to perform law enforcement duties including making arrests; manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

Working Conditions

Employees in this class must be able to work with exposure to emergency circumstances; work both inside and outside with exposure to all types of weather conditions, including odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; willing to work irregular hours and/or extended shifts as scheduled by the department; and work at various locations within the City of Rocklin.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: April 2011

Revised: April 2015

Revised: February 2020