



CITY OF CITRUS HEIGHTS

POLICE LIEUTENANT

DEFINITION

To supervise, plan and coordinate the activities and operations of assigned law enforcement services and activities of the Police Department including to serve as Watch Commander; to be responsible for the efficient accomplishment of the daily activities of an assigned unit; to provide protection of life and property, enforcement of laws and ordinances; conducting and overseeing investigations; to participate in community based police activities and programs; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex staff assistance to higher level sworn staff.

DISTINGUISHING CHARACTERISTICS

This is the first exempt management level classification in the Police classification series. 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 Commander in that the latter has overall supervisory and management responsibility for a major functional division within the Police Department. The Police Lieutenant is distinguished from the next lower classification of Police Sergeant in that the latter is a non-exempt classification having lead responsibility for a team of police officers or performs specialized police assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Police Commander or higher level sworn police staff.

Exercises direct supervision over sworn and non-sworn staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Coordinate the organization, staffing and operational activities for assigned law enforcement services and activities including serving as Watch Commander; plans and supervises the activities of sworn and non-sworn personnel in preserving order, protecting life and property and in enforcing laws and ordinances.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs and staff; recommend and implement policies and procedures.

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.

Direct, coordinate and review the work plan for assigned services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Select, train, motivate and evaluate law enforcement personnel; assist in developing and conducting training programs in the various phases of police activities; assist with internal affairs investigations; work with employees to correct deficiencies; respond to citizen complaints; recommend discipline and termination procedures.

Participate in the development and administration of the assigned budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary; perform other administrative duties as assigned.

Serve as a Watch Commander, perform responsible management, supervisory, and technical police work in commanding an assigned field operation shift; receive complaints or reports of emergencies and determine need for police action; solves problems as they arise within the unit or assignment; advise and assist in the direct supervision of difficult cases/situations.

Respond to major incidents reported to the Police Department and ensure that the Incident Commander is following established protocols and standards; assume role as Incident Commander or other role as needed for the situation.

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 appropriate higher management official.

May be assigned to coordinate special programs, auxiliary assignments, or services including FTO program, Reserve Program, SWAT, Critical Incident Negotiation Team, traffic, weapons maintenance, or other areas.

Coordinate assigned law enforcement services and activities with those of other divisions, outside agencies and organizations.

Provide staff assistance to assigned Police Commander; prepare and present staff reports and other correspondence as appropriate and necessary; prepare a variety of reports and make presentations before the City Council and community groups.

Respond to inquiries from the media and general public; resolve difficult and sensitive complaints; conduct meetings with local media personnel; prepare news releases; provide interviews to media personnel upon request.

Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in the field of law enforcement.

Serve as acting Police Commander as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform the full range of duties assigned to sworn staff as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal law enforcement program.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Pertinent federal, state and local laws, codes and regulations.

California Penal Code, department policies, rules, regulations and General Orders.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, crime prevention, and care and custody of persons and property.

Use of firearms and other modern police equipment.

Methods and techniques of public relations.

Recent court decisions and how they affect department operations.

Principles and practices of municipal budget preparation and administration.

Principles of organization and management, supervision, training and performance evaluation.

Modern office procedures, methods and equipment including computers.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

Geography of the local area.

Principles and practices of good customer service.

Techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Ability to:

Supervise, train, evaluate, and coordinate the work of assigned staff.

Select, train, and evaluate assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise administrative and financial reports.

Prepare and administer budgets.

Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Obtain information through interrogation, investigation and observation.

Use computers, related computer applications and software and Mobile Display Terminal operations related to law enforcement activities.

Supervise and conduct sensitive investigations.

Identify and prepare information for release to the media.

Analyze emergency situations and adopt quick, reasonable and effective courses of action.

Engage tactfully and courteously with the public and law enforcement personnel; demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.

Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public in a timely basis.

Recommend improvements in departmental operations and in the rules, regulations, and policies governing the department.

Meet the physical requirements established by the Department.

Wear utility belt and other police equipment weighing up to 30 pounds.

Work irregular and on-call hours including weekends, evenings, and holidays.
Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Oversee and manage an assigned operational unit of the Police Department.

Relish innovation and think progressively.

Identify and generate “ better way of doing t by viewing issues or problems as opportunities for improvement rather than as obstacles.

Be a visionary and innovator, demonstrating an ability to see the “big picture.”

Keep the Police Commander informed and up-to-date.

Be politically astute, yet remain apolitical.

Embrace and practice the Community Oriented Policing Philosophy.

Experience and Training

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

Experience:

Four years of increasingly responsible law enforcement experience in all major phases of municipal police work including administrative and/or lead supervisory experience at or comparable to the Sergeant level.

Training:

A Bachelor's degree from an accredited college with major coursework in law enforcement, criminal justice, or a related field is preferable. A Master's degree is highly desirable. Additional law enforcement experience may be substituted for education.

License or Certificate:

Possess a valid California driver's license and proof of automobile liability insurance.

Possession of, or the ability to obtain a P.O.S.T. Advanced Certificate is desirable.

Possession of, or the ability to obtain a P.O.S.T. Supervisory Certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that 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 job functions.

Environment: Standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, knife and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction; other requirements as provided in the P.O.S.T. Medical Screening Manual.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

File:	Police Lieutenant
FLSA:	Exempt
Created:	07/20/05
Revised:	02/11/10 – Added information under Ability to and updated EOE language 10/15/10 – Corrected EEO Language 01/05/15 – Updated Minimum Qualifications