



**POLICE LIEUTENANT**

**DEFINITION**

Under general direction, performs responsible supervisory, administrative, and technical work for the Police Department in an assigned division such as administration, patrol or investigations; and performs special assignments as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a Police Captain or Chief of Police. Exercises direct supervision over sworn and non-sworn personnel.

**EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

**ESSENTIAL JOB FUNCTIONS**

Plan, organize, manage, and evaluate the work of a major division; conduct studies and analyze the operation of a Division or program; establish goals, objectives, and priorities; review reports and written materials for completeness, accuracy, neatness, grammar, spelling and format.

Perform administrative activities including budgeting preparation and monitoring, performance evaluation, preparation of a variety of reports, development of work plans, programs and long-range planning; evaluate the performance of personnel in performance of emergency and other duties; recommend or implement disciplinary actions.

Regular and consistent attendance.

Ensure cooperative working relationships between work units within the Police Department.

Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters.

Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City

departments, and the media; represent the department before the City Council, community, outside agencies and at professional meetings as requested.

Promote and maintain safety in the work place.

Review arrests and citations for probable cause, elements of offense, and sufficiency of evidence; investigate complaints pertaining to division activities and personnel; monitor problem areas in patrol and devise solutions including special assignments and modifying deployment.

If assigned, supervise and coordinate the Departments' crime prevention, truancy, DARE, and training services; assess training needs; develop and implement training programs and materials; recruit instructors; oversee background investigation and related components of employee candidate processing.

Maintain confidential personnel records.

Respond to and provide necessary coordination and direction at scenes of major field incidents.

Act as Police Captain and/or Chief of Police in their absence.

Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Current principles, practices, and techniques of police administration, organization, and operation.

Technical and administrative phases of crime prevention and law enforcement, including but not limited to investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department, including but not limited to the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institution Code, Business and Professions Code, and relevant provisions of State codes; recent court decisions affecting the work of a Police Department.

Current training techniques, programs and materials related to law enforcement.

Use of firearms and other current police equipment.

Incident command system and disaster operations.

Operation of a personal computer and related software.

Skill to.

Use firearms.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives; manage a culturally diverse work force.

Delegate responsibility; schedule and program work on a long-term basis.

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports; implement Department and City policies.

Select, supervise, train, evaluate and discipline subordinates when appropriate.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines; write accurate and comprehensive staff reports.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Analyze problems, trends, situations and records pertaining to police work; draw conclusions and make recommendations.

Monitor and oversee the expenditures of the division's annual operating budget.

Effectively lead, motivate, train and evaluate personnel.

Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status.

Assess, develop and implement training programs, techniques and materials.

Meet the applicable State employment standards upon appointment.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

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

Education:

Equivalent to a baccalaureate degree from an accredited college or university with major course work in Criminal Justice, Business Administration, Political Science or a closely related field. Must successfully complete the POST Management Course within 12 months of appointment to Lieutenant position.

Experience:

Four years of experience in law enforcement work in the City of Woodland including two years of experience in the rank of Police Sergeant, or five years of law enforcement experience including two years of experience in a position equivalent to Police Sergeant in the City of Woodland.

License of Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license; possession of a POST Supervisory Certificate is desirable.



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Human Resources

Council Action: 6/23/98