

## **POLICE LIEUTENANT**

### **DEFINITION**

Under general direction, to plan, organize, direct, and review the work of the Field Services or the Administrative Services Division of the Police Department; to provide supervision and training for assigned staff; to perform a broad range of complex law enforcement and crime prevention work including patrol, investigations, and special assignments; to assume command of the Police Department in the absence of the Police Chief; to carry out special assignments in law enforcement and crime prevention; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is a second level supervisory classification for the performance of professional law enforcement work. Incumbents supervise an assigned Division of the Police Department and ensure that law enforcement services are delivered to the public through both community-based policing and traditional policing programs. In addition, they are expected to perform complex professional law enforcement work. They may be “on-call” to respond to special law enforcement emergencies. This class is distinguished from Police Sergeant by exercising a broader scope of management and supervisory responsibilities.

### **REPORTS TO**

Police Chief or as assigned.

### **CLASSIFICATIONS SUPERVISED**

May supervise Police Sergeant, Police Corporal, Police Officer, Police Detective, Police Clerk I/II, Community Services Officer, Code Enforcement Officer, Code Enforcement Manager, Public Safety Dispatcher Supervisor, Public Safety Dispatcher, Public Safety Dispatcher Trainee, Police Volunteers, Reserve Police Officers, Police Explorers, support staff, and other classifications as assigned.

### **ESSENTIAL FUNCTIONS**

Supervises the operations of the Police Department. Plans, organizes, manages, and supervises the operations of the Police Department; provides supervision, training, and work evaluation for assigned staff; identifies and determines the priority of law enforcement problems in the community, analyzing a variety of information and recommending solutions; performs a variety of specialized law enforcement administrative work related to the functions and services of the Police Department; establishes community, business, and neighborhood groups to interact with the

department; assists with the development of department goals, objectives, and priorities; reviews the work of staff, ensuring adherence to department standards and policies; prepares recommendations regarding service and program development; performs a variety of complex professional law enforcement work; reviews and resolves complaints regarding personnel; assumes responsibility for major investigations; directs and oversees the development of records and reports; reviews reports prepared by staff; provides consultation and guidance on law enforcement problems; assists in the preparation, maintenance, and administration of the Department's budget; promotes crime prevention, drug awareness, and other preventive programs; coordinates activities with other City departments; completes special projects; and responds to questions and inquiries from the public, community organizations, and other government agencies. May be required to attend night and weekend meetings. Performs essential functions while emphasizing community-based policing, familiarization between law enforcement and community residents, and collaborative problem solving, and while de-emphasizing the paramilitary aspects of the job.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing up to 100 lbs., with assistance; crawl through various areas on hands and knees; physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, radio, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with other staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Modern law enforcement methods, practices, and procedures including patrol, crime prevention, traffic control, investigations, and specialty areas of assignments.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Sound police organization and administration.
- The general geography of the City of Atwater.
- Good public relations techniques.
- Use and care of department authorized equipment and firearms.

- First aid methods and techniques.
- Principles of criminal identification and fingerprint classification.
- Computers and software used by the Atwater Police Department.
- Principles of supervision, training, work evaluation, and management.

**Ability to:**

- Evaluate the work and training of subordinates.
- Plan, organize, supervise, and manage a division of the Atwater Police Department.
- Supervise, train, and evaluate the work of assigned division or unit staff.
- Perform a wide variety of complex professional law enforcement work.
- Apply modern techniques and use various technical equipment in criminal investigations and the collection of evidence.
- Understand and interpret laws and regulations regarding arrest, rules of evidence, and the apprehension, retention, and treatment of juveniles.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Gather and organize data and information.
- Interview and secure information from witnesses and suspects.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear, comprehensive reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Atwater Police Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Four (4) years of previous professional law enforcement experience comparable to that of a Police Sergeant; or
- Two (2) years of increasingly responsible experience as a Police Sergeant with the City of Atwater.
- Graduation from the POST Supervisory Leadership Institute is highly desirable.

**Education:**

- Graduation from an accredited community or junior college with an AA degree in law enforcement, police science, criminal justice, or related field.
- Graduation from an accredited college or university with a BA degree in police science, criminal justice, or related field within eighteen (18) months of appointment.

**License:**

- Possession of a valid California driver's license.

**SPECIAL REQUIREMENTS:**

- Possession of a POST Supervisory certificate.

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