

CITY OF COVINA

POLICE LIEUTENANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, plans and is responsible for the activities of a Watch in the Patrol Division or an assigned division, including supervises the activities of the Investigation Division and the Departmental Training Program; conducts Internal Affairs Investigations; performs a variety of special or on-going managerial assignments; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Lieutenant** is the mid-management level class responsible for administrative, supervisory and technical duties in leading a division program level functions within the Department. Employees in this class command an assigned division, watch or program unit. This classification is distinguished from the next higher level of Police Captain in that the latter is responsible for overseeing all police operations and assumes command of the Department in the absence of the Chief of Police.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a Police Captain, or the Chief of Police depending upon assignment. Exercises direct and indirect supervision over Police Sergeants, Police Officers and civilian support services staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts management responsibility for activities, operations and services of an assigned program area, including a Watch in the Patrol Division, activities of the Investigation Division, the Departmental Training Programs and Internal Affairs Investigations.
- Depending on the area of assignment, incumbents may manage programs such as K-9's, Special Response Teams, Field Training Officer programs, Oversees and is responsible for Internal Affairs Investigations; Disaster Preparedness programs and/or a Drug Taskforce; may act as Incident Commander in complex and difficult situations; may act as Police Captain as required.
- Develops and administers budgets; directs the forecasting of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; performs general over-all personnel, administrative or management functions within basic legal and policy framework; schedules staff.
- Directs, trains, supervises, assists and inspects the work of an assigned shift of the Patrol Division; motivates and evaluates employees to correct deficiencies; implements discipline procedures; provides management support to the Chief of Police in matters related to a wide variety of police services, activities, and programs.

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- Reviews and evaluates work methods and procedures for improving organizational performance; directs, trains, assists, supervises and inspects the work of employees assigned to various units/divisions, including investigation, juvenile, communications, canine, traffic, records and jail activities; organizes and administers departmental training courses; participates in the preparation and maintenance of reports and records.
- Manages and supervises the City's jail; ensures proper jail maintenance and security; ensures appropriate care of prisoners; manages and supervises the evidence maintenance activities of the Department.
- Manages, supervises and participates in the preparation, development and evaluation of studies, reports and analyses related to police support services and activities; develops and implements procedures and systems; analyzes and evaluates study results; supervises and participates in the implementation and evaluation of the Department's data processing system.
- Researches and prepares police equipment specifications; ensures compliance with applicable laws and regulations and with Department policies.
- Responds to difficult inquiries and complaints; represents the Department with other law enforcement services and allied agencies, other City departments, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons and potential physical violence in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The need to lift 25 pounds or more is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Lieutenant**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of police experience at the Police Sergeant level, and a bachelor's degree from an accredited university in administration of justice or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and possession of a Supervisory Certificate from P.O.S.T. Possession of a P.O.S.T. Advanced Certificate is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of police science, administration, organization and operation; criminal law, law of arrest and related legal bases of police activities; modern investigative methods, crime detection devices and activities; inter-governmental police services and compensation; crime prevention and deterrent methods and resources available to police in this field; causes, prevention and control of delinquency; rules of evidence and of the laws governing the custody of persons; traffic enforcement; traffic and accident analysis methods; traffic engineering; traffic education; principles and practices of program development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable Federal, State and local laws, codes and regulations; methods and techniques of scheduling work assignments; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan and coordinate the work of subordinate police officers; lead and train in technical law enforcement work; act quickly and calmly in emergency situations; facilitate group participation and consensus building; deal tactfully with the public in the handling of difficult police problems; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; effectively operate specialized law enforcement automated information and communication systems.