

CITY OF MADERA
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 general direction, serves as Division Supervisor having direct administrative control of a police division; performs specialized law enforcement and administrative work; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Lieutenant** is a division manager within the Police Department. Incumbents perform a wide variety of police administrative work and perform specialized duties as assigned. Positions in this class exercise supervision over other employees, make assignments, establish priorities, and train and review work of subordinates. Incumbents are responsible all aspects of personnel management and make recommendations to the Police Commander and Chief of Police on such matters.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a Police Commander or the Chief of Police depending on assignment; exercises direct supervision over sworn and non-sworn personnel.

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

- Accepts management responsibility for activities, operations and services of an assigned program area including patrol shifts, traffic, detectives, task forces, narcotics and administration; works directly with sworn and non-sworn personnel in the interpretation and implementation of City and department policies; identifies training needs at a department or individual level and implements training plans to meet identified needs.
- Plans, coordinates and reviews the work plan for areas of assigned responsibility; supervises and participates in investigative work; receives, prioritizes and coordinates response to complaints, emergency situations and investigations; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations and administrative issues; performs service delivery quality assurance through regular and continuous spot checks of staff work in the field and interviews of citizens; assumes command of major field events; inspects departmental equipment and ensures that deficiencies are corrected.
- Participates in the forecast of necessary funds for staffing, materials and supplies; discusses and resolves budget issues with appropriate staff; takes responsibility for revenues and expenses and all budget related issues for assigned work areas.
- Assumes command of the department in the absence of both the Chief of Police and Police Commander.
- Reviews and evaluates work methods and procedures for improving organizational performance; assists in the training and evaluation of department personnel; conducts

and participates in investigations involving department personnel; receives and reviews reports from subordinate staff; participates in the preparation and maintenance of reports and records.

- Gathers and analyzes data and makes recommendations on a variety of administrative, fiscal, personnel and operational issues. Provides information through oral or written reports, email, or memos. Makes recommendations on changes to local ordinances. Writes and resents reports for City Council agenda items.
- Takes responsibility for defining policies and procedures and makes recommendations to management staff on departmental implementation of policies and procedures. Proactively identifies departmental deficiencies and works with management staff to identify and implement appropriate actions to resolve deficiencies.
- Identifies training opportunities and needs and ensures identified needs are met.
- Performs public outreach and supports and furthers the principles of community oriented policing.
- 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.

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. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard and utilizing tools such as handguns and rifles. 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, potential physical violence and the potential risk of exposure to blood borne pathogens 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. Incumbents must have the ability to lift, heft, push, pull and drag up to 160 pounds of dead weight.

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 7 years of increasingly responsible law enforcement experience, including two years in a supervisory capacity comparable to that of a Police Sergeant with the City of Madera and a high school diploma or equivalent. Possession of a bachelor of arts degree in criminology, police sciences or a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid California Driver's License. Possession of P.O.S.T. Intermediate and Advanced Certificates. Possession of a P.O.S.T. Supervisory Certificate. Completion of the P.O.S.T. Sherman Block Leadership Institute 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 administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; administrative and technical aspects of crime prevention and law enforcement activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; applicable federal, state and local laws, codes and regulations; principles of law enforcement information systems, including a computer and applicable software; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate assigned staff; act quickly and calmly in emergency situations; facilitate group participation and consensus building; apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; perform physical requirements satisfactorily in all identified working conditions.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations; identify and mitigate safety hazards.

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