

POLICE LIEUTENANT

DEFINITION

Under general direction, performs responsible administrative and technical work for the Police Department; exercises direct supervision over sworn and non-sworn personnel; serves as a role model for others in the department by maintaining impeccable character and trustworthiness; willing to serve subordinates and the community by demonstrating a caring, compassionate concern for all.

DISTINGUISHING CHARACTERISTICS

This is the first level of management for the Police Department. The Police Lieutenant plans, organizes, and reviews the work of subordinates in his/her assigned division and serves as a patrol-shift commander when so assigned

REPORTS TO

Police Captain or designee

CLASSIFICATIONS SUPERVISED

Police Sergeant, Senior Police Officer, Police Officer and other sworn and non-sworn department personnel as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides first level management oversight to department personnel; oversees or conducts shift briefings and scheduling of personnel; writes performance evaluations; prepares activity reports as requested; oversees crime prevention programs and community programs; oversees community based policing projects; reviews reports and written materials for completeness, accuracy, neatness, grammar, spelling and format; responds to and provides necessary support, coordination and direction at scenes of major field incidents; appears in court proceedings; arrests, detains, transports and has responsibility for the care of detained persons; assists in preparation of department budget; investigates complaints pertaining to department activities and personnel; conducts internal affairs investigations when so directed; performs other related duties and responsibilities as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; climb stairs and ladders; walk on sloped, uneven and slippery surfaces; stoop, bend, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 pounds, with assistance; endurance

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TYPICAL PHYSICAL REQUIREMENTS (continued)

to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communications; use of office equipment, including computer, telephone, calculator, copiers and FAX; ability to maintain successful range qualification with assigned weapons.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public. May be on-call to respond to special law enforcement emergencies.

DESIRABLE QUALIFICATIONS

Knowledge of:

Community-based policing and problem solving oriented policing techniques.
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.
Laws applicable to the apprehension, retention and treatment of juveniles.
Geography of the City.
Good public relations techniques.
Use and care of Department authorized equipment and firearms.
First aid and CPR methods and techniques
Principals of management, supervision and training including budget preparation.

Ability to:

Put acceptable management principals and supervision techniques into practice within the department.
Perform a wide variety of professional law enforcement work.
Understand and interpret laws, and regulations regarding arrest, rules of evidence and the apprehension, retention and treating of those arrested.
Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places.
Gather and organize data and information.
Understand and apply sound fiscal principals when dealing with department budget.

Training and Experience:

Possession of a Bachelor's Degree in Police Management, Business Administration or a closely related field recognized by the City as an accredited institution at the time of appointment.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience: (continued)

Note: The initial employment list established after the date signed below will require the successful candidate(s) to meet the above degree requirement no later than 18 months from appointment. Applicants on subsequent lists must meet the above degree requirement prior to application.

At least 5 years of municipal or county law enforcement experience, two of which must have been at the rank of sergeant or higher.

Special Requirements:

Possession of an appropriate valid California Driver's license issued by the California Department of Motor Vehicles.

Possession of a POST Supervisory or Management Certificate.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED _____
Chairperson, Personnel Board

DATE _____