



POLICE LIEUTENANT

DEFINITION

Under limited direction, the Police Lieutenant performs difficult administrative duties in planning, organizing, and directing the activities of a large division and/or designated area while meeting the goals and objectives of the Police Department; assists in designing and implementing procedures, methods and programs; assumes command in emergency situations.

DISTINGUISHING CHARACTERISTICS

This is a management-level classification populated with multiple incumbents. The Police Lieutenant is responsible for performing administrative work of considerable difficulty in managing a major functional unit or shift with the Police Department. This classification is distinguished from the next lower sworn classification of Police Sergeant in that the Police Lieutenant has responsibility for a large division or area that includes the supervision of Sergeants, while the Sergeant supervises the activities of a departmental unit.

SUPERVISION RECEIVED AND EXERCISED

Limited direction is provided by a Deputy Chief of Police or the Chief of Police. Responsibilities include direct and indirect supervision of sworn and professional staff including Sergeants, Officers, Community Service Officers, Record Specialists, and other personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending on assignment, duties may include, but are not limited to, the following:

- Develops and implements division or area goals, objectives, policies, and procedures in support of the department's mission, vision and values; evaluates division activities, policies, procedures, and departmental rules, orders, and regulations and makes recommendations as needed; assists in designing, coordinating, and implementing community education, organization and mobilization efforts.
- Assists in designing and implementing contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Assumes administrative control of all persons employed within a division or area assigned; reviews, directs, and develops the performance of assigned staff and support staff; organizes and coordinates the dissemination of support information to staff within the office, division, or area assigned; establishes and directs training programs for both sworn and professional staff; reviews investigations of officer and/or staff misconduct within the office, division or area assigned and recommends disciplinary action to the Deputy Chief of Police or the Chief of Police.
- Conducts inspections of the division or area assigned to ensure compliance with laws, department and City policies and procedures.

- Assists in developing, implementing, and monitoring a division's budget and provides administrative guidance for the control of budget expenditures.
- Acts as representative for the Police Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; serves as Acting Deputy Chief of Police, as required.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.
- Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Contemporary principles, practices, and techniques of Police administration, organization, and operations, including fiscal and human resources management.
- Laws, ordinances, and regulations affecting the activities of a division or area assigned, specifically; and the department, in general.
- Criminal law, with particular reference to community-based policing, the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence.
- Contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Principles of organization, administration, supervision, and personnel development.
- Contemporary technology and its application in law enforcement, including various types of firearms, communication devices/systems, information systems, and vehicles.

Ability to:

- Analyze sensitive and complex law enforcement problems and adopt quick, effective, and reasonable courses of action.
- Plan, organize, direct, monitor, and evaluate the work of division or area, assigned sworn and professional staff.
- Prepare clear, concise, comprehensive reports and speak effectively before department staff, civic organizations, commissions, elected officials, and the general public.
- Develop and implement technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Develop and implement activities for a division or area assigned, including budget implementation and monitoring; and evaluating staff, technological, and material needs.
- Design and implement community organization and mobilization efforts that facilitate achievement of the department's mission, goals, and objectives.
- Identify and resolve difficult public and human relations problems.
- Establish and maintain cooperative, effective working relationships with the public, governmental officials, city departments, employees, and representatives of newspaper, television, and radio media.

Skill in:

- Use of computers, related computer applications and software.

- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first-aid, including Cardiopulmonary Resuscitation techniques.
- 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:

Possession of a Bachelor's 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.

Bilingual: Knowledge of a second language is beneficial.

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 or Certificate

Must maintain a valid CA POST certificate. Possession of a POST Supervisory Certificate is desirable.

SPECIAL QUALIFICATIONS

Age

Must be at least 21 years of age by the date of appointment.

Citizenship

Must be a citizen of the United States by the date of appointment.

Driver License

Possession of a valid California Class C Driver license at the time of appointment. Loss of the license is cause for discipline.

Certification

Must obtain appropriate POST Certificate within POST designated timeframes.

Respiratory Protective Equipment

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Probationary Period

Employees must complete twelve (12) months of probation at the satisfactory performance level prior to gaining permanent status.

Candidates not employed by the Woodland Police Department must pass the following:

Background

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test

Must pass a medical examination, drug test, and psychological test.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned a bicycle patrol, and would require the skills to ride a bike.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

_____ Council Action: 01/10/2023