

POLICE LIEUTENANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, plans, directs, supervises and coordinates the activities of an assigned patrol shift or other major unit of the Police Department. Participates as a member of the Department's Management Team. Exercises direct supervision over sworn and non-sworn personnel.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the planning, organizing and development of operational procedures relating to a major unit of the Police Department.
2. Supervise the activities of assigned personnel and day-to-day operations as the shift Watch Commander or Bureau Manager.
3. Direct and assist in the training development of subordinate personnel.
4. Assume responsibility for specialized assignments, as directed, e.g., SWAT.
5. Prepare recommendations for budget and personnel needs.
6. Coordinate police activities with other units in the Police Department, City departments and divisions.
7. Coordinate functions of the unit with other law enforcement agencies.
8. Supervise, train and evaluate subordinate personnel.
9. Conduct a continuing review of the unit and division activities to identify problems and develop recommendations for improving services.
10. Inspect unit personnel and equipment.
11. Personally conduct investigations and special studies requiring a high level of discretion.
12. Direct the maintenance of records and preparation of the various local, state and federal statistical reports.

**CITY OF ANTIOCH
POLICE LIEUTENANT (CONTINUED)**

13. Speak before groups and represent the Department and City at meetings, events, and conferences. May be required to participate in service organizations within the City of Antioch.
14. Maintain statistical records for the unit.
15. Oversee/manage the Police fleet.
16. Respond to emergencies when off duty and act as emergency operations manager.
17. May oversee Animal Services and other bureaus as assigned.
18. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of organization, budget, management and personnel management.
- Modern police practices, techniques and methods.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, record keeping, and care and custody of persons and property.
- Pertinent federal, state and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, traffic and evidence.
- Police department rules, regulations and procedures.
- Functions and objectives of the police department and other local, state and federal agencies.
- City budgetary process.

Ability to:

- Supervise, train and evaluate assigned staff.
- Obtain information through interview and interrogation.
- Analyze crime and service patterns and to develop effective, tactical responses.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Use and care of firearms.
- Analyze situations quickly and objectively and determine proper course of action.
- Communicate clearly and concisely, both orally and in writing.
- Learn to effectively use a variety of departmental computer and computer-related equipment.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Recommend improvements in unit and departmental operations and in the rules, regulations and policies governing the Department.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education and Experience Guidelines

Education/Training:

A Bachelors Degree from an accredited college or university preferably with a major in police science, public administration, or sociology.

Experience:

Eight years of experience in police work, with at least two years in a supervisory capacity.

License or Certificate:

A valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire and of continued employment.

Possession of Basic, Intermediate and Supervisory POST Certificates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a field and office setting; travel from site to site; extensive periods of sitting in a patrol vehicle, or in an office environment; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc; required to work evenings, weekends and holidays.

Physical and Mental Condition: Primary functions require sufficient physical ability and mobility to work in an office and field setting; Normal hearing acuity; proportional weight to height; sound physical, mental and emotional health; normal color vision and visual functions, including no abnormalities or diseases which adversely affect the performance of duty, and visual acuity of not less than 20/40 vision in each eye without correction and corrected to not less than 20/20 in each eye; absence of chronic disease, impairment of bodily function, history of psychosis or psychoneurosis or other disabling defects.

FLSA: Non-Exempt

Adopted: February 1990
Revised: February 2005; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.