

CITY OF BELMONT 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.

DEFINITION

Under general direction, manages the activities and functions of an assigned unit, function or patrol shift; performs special law enforcement and investigative tasks; conducts research, prepares staff reports, develops major event and tactical planning, and assists in developing objectives coinciding with long-range goals and priorities. This position may be assigned as acting Police Captain in his/her absence; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Police Lieutenant is a management level position and is expected to exercise broad discretion and possess extensive technical and practical abilities in the management of an assigned unit, function or patrol shift. It is distinguished from Police Captain in that Lieutenant cannot dispense discipline or act as Chief of Police for an extended period of time.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Captain and/or the Police Chief. Direct supervision and supervision through secondary supervisors is provided to assigned sworn and non-sworn personnel.

ESSENTIAL FUNCTION STATEMENTS - *Essential responsibilities and duties may include, but are not limited to the following:*

Management Functions:

Plans, develops, coordinates, schedules and supervises the activities and personnel of an assigned unit, shift or program; trains, counsels, assists and evaluates the performance of first line supervisor; conducts complex special and internal affairs investigations; coordinates department resources with allied agencies in the handling of major events or special problems; develops effective major event and tactical plans; conducts inspections; and responds to employee and citizen complaints in a timely manner.

Administrative Functions:

Represents the department in meetings and makes presentations; attends council meetings; participates in the preparation and administration of the department's budget; serves as acting Police Captain, as needed; shares on-call status with other administrative staff; performs activities in support of the management team; studies problems, analyzes data, makes recommendations and prepares staff reports; and effectively facilitates and supports organizational and community change.

ADDITIONAL ESSENTIAL FUNCTION STATEMENTS

Demonstrated Knowledge of:

Modern concepts and practices of municipal, public and police administration; local, state and federal laws and case decisions; methods of managing and planning for patrol, investigation, crime prevention, youth services and family counseling, animal control, tactical and major event planning; effective communication techniques, including public speaking; modern personnel management practices, including selection, training, career development, scheduling, discipline and evaluation; complex research and reporting methods; and effective application of human relations techniques.

Demonstrated Skill to:

Plan, manage and coordinate the activities of a Division, unit or program; maintain broad and balanced perspectives on complex issues, analyze problems, exercise sound judgment, plan police role in major and tactical events;

communicate effectively both orally and in writing; utilize a computer and software applications; and exemplify an enthusiastic, resourceful, and effective service attitude with those contacted in the course of the work.

Ability to:

Effectively work under the urgency of deadlines; recognize trends and problems in the police field and in the analysis and development of solutions to problems; solve complex problems and mediate to resolve disputes; provide resourcefulness in all facets of modern and progressive law enforcement management; solicit creativity from employees; establish and maintain effective employee and citizen relations; and effectively relate to those contacted in the course of work.

Experience, Education and Training Guidelines

Any combination of experience, education and training that would provide the best-qualified candidates. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Four consecutive years of experience as a California Police Officer including the successful completion of a probationary period as a police supervisor (equivalent to the City of Belmont's Police Sergeant classification) in the State of California.

Education: Ability to obtain a Bachelor's Degree within three years of appointment and possession of any one of the following educational standards will be accepted as sufficient to provide the requisite knowledge, skills and abilities for this position:

- Intermediate P.O.S.T. Certificate (Advanced Certification and Supervisory Certificate desirable)
- A.A. degree (Bachelor's or Master's Degree desirable)
- Sixty (60) accredited semester college units

Training: Any recent training, such as academic courses or certification programs which are relevant to this job classification.

License: Possession of a valid California driver's license and a satisfactory driving record, as determined by the City.

Other Requirements: Must have willingness and ability to: work such hours as are necessary to accomplish the job requirements; work and shift, holidays, weekends, and be available on call, as required; attend meetings, seminars and conferences during work and non-work hours. Must be of the highest proven integrity, possess moral standards and be bondable.

WORKING CONDITIONS

Environmental Conditions:

Emergency peace control environment; travel from site to site; exposure to potentially hostile environments.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, climbing, kneeling, crawling, running, standing, sitting or walking for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.