

City of Sebastopol Job Description

Job Title: Police Lieutenant
Division: Public Safety
Department: Police Department
Location: Police Building
Shift: As Required
Reports To: Police Chief
Prepared By: Police Chief
Approved By: City Council
Approved Date: November 1, 2022
FLSA Status: Exempt

PURPOSE

At the direction of the Chief of Police, the Lieutenant exercises direct supervision of all sworn, non-sworn and civilian personnel who are subordinate, to ensure the efficient and orderly operation of the police department. The Lieutenant is responsible for implementation of all appropriate aspects of police activity, as defined and related to the police profession. The Lieutenant may serve as Acting Chief of Police in the Chief's/Captain's absence. As a management position, the Police Lieutenant is excluded from classifications listed in the "Police Unit" bargaining unit.

DISTINGUISHING CHARACTERISTICS

This mid-management classification is distinguished from the Police Sergeant class in that it includes broader responsibility and greater authority to act for the department. Within the general direction of departmental objectives, and policy and budget guidelines, the Police Lieutenant exercises considerable independent judgment in directing and managing the daily operations of police services provided by the Police Department.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief of Police. Responsibilities include direct supervision of up to twenty-five (25) employees in the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

TYPICAL JOB DUTIES include, but are not limited to, the following. Other duties may be assigned.

- Assigns duty shifts and supervises work of all sworn and non-sworn police personnel.
- Collects and analyzes information and prepares both oral and written reports and recommendations for appropriate courses of action.

- Consults with the Captains/Chief of Police in the formulation and administration of department goals, programs, and policies.
- Assists in developing, administering, and monitoring the budget.
- Provides technical and administrative direction to sworn and civilian personnel.
- Assigns work, trains, evaluates performance, provides counseling, and recommends disciplinary actions of subordinate employees
- Conducts and assists in internal affairs investigations such as complaints against departmental personnel.
- Commands and coordinates activities of subordinate personnel during emergency situations.
- Assists in coordinating police activities with other City departments, and with outside agencies.
- Responsible for the use, care, and condition of equipment and facilities; and for the maintenance of safe work practices and conditions.
- Attends meetings, conferences as assigned.
- Assists in developing and conducting of training programs.
- Manage background investigations for the department.
- Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Serves as Acting Chief of Police when assigned.
- Performs all other duties as may be determined and assigned from time to time.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- Extensive knowledge of current police methods and procedures, including patrol, crime prevention, traffic matters, investigative techniques, and personnel matters.
- Criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property.
- Effective methods of organization and supervision of the work of subordinate officers.

Ability to:

- Plan, organize and direct the work of a major functional unit within the Police Department.
- Analyze law enforcement problems accurately and adopt effective courses of action.
- Recommend improvements in departmental operations, rules, and policies.
- Communicate effectively both orally and in writing.

- Prepare clear, concise, and comprehensive written reports.
- Establish and maintain cooperative and effective relationships with those contracted in the course of work.
- Meet the physical requirements established by the department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of seven (7) years' experience in the police profession, with at least three years in supervisory capacity. Possession of Associate of Arts or Associate of Science Degree (B.A. or B.S. Degree preferred).

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid California Driver's license, Advanced P.O.S.T. Certificate, Supervisory P.O.S.T. Certificate. Management P.O.S.T. Certificate is desirable.

OTHER REQUIREMENTS

Citizenship: Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.)

Age: The candidate shall be at least 21 years of age at the time of appointment.

Weight: Weight shall be in good proportion with height

Hearing: The candidate shall have normal hearing.

Vision: The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and acceptably corrected to 20/30.

Physical and Mental Condition: Candidates shall be of sound physical condition; to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.

(1) Physical condition shall be evaluated by a licensed physician and surgeon.

(2) Emotional and mental condition shall be evaluated by either of the following:

Physicians, surgeons, and psychologists who have met applicable education and training procedures set forth by the Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.

Character and Background: The candidate must successfully complete a background investigation as a condition of initial employment with the Sebastopol Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgement; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

Language Skills: The ability to speak and understand Spanish is highly desirable, but not required.

WORKING CONDITIONS

Positions in the class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work and may require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Work may include prolonged sitting, moderate to heavy lifting, reaching, climbing, stooping, twisting, grasping, crawling, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, in outside weather conditions, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work enable is occasionally loud.