

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: POLICE LIEUTENANT

REPORTS TO: Chief of Police

TYPE: Exempt - Mid-Management

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.

POSITION SUMMARY:

This is an exempt mid-management position reporting directly to the Chief of Police, and may serve as the Acting Chief in the absence of the Chief. The Police Lieutenant directs, manages, supervises, and coordinates the daily activities of the sworn, as well as, non-sworn staff within the Operations and Support Divisions of the Police Department; assists the Police Chief with planning and research, budget preparation, personnel issues and supervision; and coordinates assigned activities with other City departments, divisions, and outside agencies. The Police Lieutenant will also train, motivate and evaluate sworn personnel, as well as non-sworn support staff within the Police Department; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary procedures. The Police Lieutenant will actively enforce all applicable Federal and State laws and City and County ordinances. The Police Lieutenant may serve as staff on a variety of boards, commissions and committees, and professional group meetings. The Police Lieutenant serves as a role model within the department. He/she must possess a high standard of integrity.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

Sit, stand or drive for extended periods of time, meet and maintain all the requirements established by Peace Officer Standards and Training (POST) for employment of public safety employees; understand and apply the concepts of public safety management including the City's personnel rules as well as the requirements of the Police Officers Bill of Rights (POBR); plan, direct, supervise and coordinate activities within departmental assignments; implement goals and objectives established by the Chief; prepare, execute and monitor departmental budget; insure that all departmental employees are provided with appropriate training to perform their basic job assignments as well as additional training to enhance employees job skills; developing reports and use a computer and understand and use common computer programs such as Word, Excel and PowerPoint; maintain positive relationships with personnel within the police department and other City departments.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Plan, direct, manage, supervise and coordinate the daily activities of the Operations and Support Divisions of the department.
- Assume management responsibility for assigned services and activities including patrol, parking enforcement, crime response, criminal investigations, background investigations, police records management and community oriented policing.

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- Assist in the management of all services and activities of the Police Department including planning and research, grant writing and management, budget preparation and management, and administration and supervision.
- Monitor and participate in the development and implementation of goals, objectives, policies, priorities and procedures for assigned programs.
- Originate and direct community oriented policing activities and tracks the performance of such programs against the stated goals and objectives.
- Provide responsible staff assistance to the Police Chief; serve as the Acting Police Chief as assigned.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for assigned staff, assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Supervise investigative activities and operations; monitor progress of complex investigations.
- Conduct internal affairs investigations into alleged misconduct by assigned sworn staff, as directed by the Chief of Police.
- Confer and meet with community groups in an effort to provide assistance in crime prevention efforts.
- Train, motivate and evaluate department personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate.
- Participate in the development and administration of the Police Department's annual budget; direct the forecast of required funds for staffing, equipment, materials and supplies; monitor and approve expenditures, implement adjustments. Recommend, where appropriate, reductions and efficiencies to manage the budget.
- Serve as liaison for the Police Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints. Answer service calls for the protection of life and property.
- Enforce federal, state, county and city codes as well as traffic laws when necessary.
- Write comprehensive reports including, but not limited to, crime reports, activity reports, and statistical reports; write and submit grants to appropriate grantors for various police programs.
- Review the performance evaluations of police department personnel for completeness prior to their submission to the Chief of Police.
- Write and serve search warrants, Ramey Warrants, Arrest Warrants and other warrants issued by the court.
- Testify and prepare cases for court adjudication.

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- Perform other related and directed duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Operate a vehicle as assigned, wear a uniform as specified in General Orders including duty belt, weapon and other equipment as specified in Departmental Policy and General Order; computers and specified computer software programs; tape recording equipment, video cassette recorders, cameras, microscopes, photo-imaging equipment, latent print equipment, video cameras and computer generated imaging equipment; Search Warrant Software programming for writing search warrants; emergency lights, siren, shotgun release, microphone and emergency vehicle; use pepper spray, mace and other chemicals as required to effect arrests or conduct evidentiary examination; use baton, taser or other defensive weapons; assigned firearms.

SPECIAL REQUIREMENTS:

- Possession of a valid Class C or higher California driver's license (at the time of appointment); and a good driving record.
- Possession of, or proof of eligibility for a POST Supervisory Certificate.
- Successful completion of the P.O.S.T. Supervisory Leadership Institute (SLI) Certificate and /or the West Point Leadership Program are highly desirable, but not required.
- Obtain a POST Management Certificate within three years of appointment.
- Meet the physical demands and standards required for a Police Officer.
- Possession of a CPR Certificate.
- Possession of, or proof of eligibility for a POST Advanced Certificate.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operational characteristics, services and activities of a law enforcement program.
- Operation of patrol, investigation and various crime prevention programs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Law enforcement theory, principles and practices and their application to a variety of programs.
- Possession of an Advanced First Aid Certificate, including CPR.
- Use of firearms and other police equipment.
- Principles of defensive driving.
- Modern office procedures, methods and computer equipment.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Manage, direct, supervise and coordinate the work of subordinates.

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- Supervise, train and evaluate staff.
- Oversee and direct the operations, services and activities of the patrol and investigative units with the Police Department.
- Assist in the development of goals, objectives and procedures.
- Assist in the preparation and administration of a complex budget.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Lead project activities that achieve on-time deliverables, quality and desired outcomes.
- Recognize priorities, dependencies and critical paths in project activities.
- Write and print legibly.
- Schedule, supervise and train employees of the department.
- Tactfully and effectively interact with employees and citizens from all ethnic, racial and economic backgrounds.
- Maintain mental capacity, which allows for effective interaction and communication with others and the capability of making sound decision and demonstrating intellectual capability.
- Establish and maintain effective working relations with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

MINIMUM EDUCATION/EXPERIENCE

Possession of a Bachelor's Degree from an accredited college or university in Criminal Justice, Police Science, Law Enforcement, Public/Business Administration or any related field within 18 months of hire. Five years of increasing law enforcement experience including three years of administrative and supervisory responsibility equal to Sergeant or above.

DESIRABLE EXPERIENCE/EDUCATION:

Master's Degree from an accredited college or university in Criminal Justice, Law Enforcement or related fields.

PHYSICAL REQUIREMENTS:

Ability to drive a cruiser or other police vehicles, sit and ride in a vehicle for long periods, frequent walking, running, crawling, twisting, bending, grabbing, fighting, wrestling, struggling, climbing, sitting, standing, walking on uneven and slippery surfaces, carrying an 80 pound object or dragging a 150 pound object for 80-feet; occasional squatting for hiding, kneeling, laying in a prone position, jumping; must be flexible, have static-explosive-dynamic-trunk strength in order to overcome combative subjects, good coordination and equilibrium; arm and hand steadiness for shooting firearms and doing evidentiary collection; good hand dexterity and coordination for computer and other related duties; P.O.S.T. Standards for good vision both far and near as well as color; P.O.S.T. Standards for good hearing; good physical conditioning for stamina, mobility and effort utilized in policing duties; ability to climb flights of stairs and 12' ladders; be free of disabling

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physical conditions or diseases which interfere with police work; emotionally stable and mature; possess strength and physical ability necessary to perform the duties of a Police Lieutenant.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Human Resources:  Date: 1/5/17

Department Head:  Date: JAN. 4, 2017

Approve by:  Date: 1.9.17
(City Manager Signature)

I have read and understand the contents of the job description:

Employee Signature: _____ Date: _____

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Established: 11/10/2003
Updated: March, 2007
Updated June, 2011
Updated December 2016