

**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: R. Puccinelli
Approved By: City Council
Approved Date: 02/07/2006
FLSA Status: Exempt

SUMMARY

At the direction of the Chief of Police, the Lieutenant serves as the watch commander during his assigned shift. 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. As a management position, the Police Lieutenant is excluded from classifications listed in the "Police Unit" bargaining unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

At the direction of the Chief of Police: assigns duty shifts; assigns and supervises work of all sworn and non-sworn police personnel; provides technical instruction when necessary; counsels subordinates when necessary; submits official police reports in capacity of an investigating officer; reviews all police reports for adequacy; assists at crime scenes and directs crime scene investigations when necessary; investigates citizen complaints and effects appropriate action; evaluates subordinates; serves as investigations coordinator for police department; serves as liaison officer with external justice agencies and other agencies; secures arrest and search warrants; responsible for investigation of fraudulent checks and forgeries, major embezzlements and assists patrol officers in those areas; conducts full internal affairs investigations at direction of Chief of Police; conducts background investigations for police applicants, ensuring compliance with applicable state and federal regulations; directs and coordinates the complete investigation of all homicide cases occurring within jurisdiction; responsible for building, equipment, and vehicle maintenance; plans and coordinates the department work schedule for sworn personnel; maintains all payroll functions, including time sheets, scheduling holidays and time off, and reporting hours used by vacation, comp. time and/or sick leave for all police personnel; serves as Acting Chief of Police when assigned, serves Chief of Police in advisory capacity in areas of traffic engineering, formation and implementation of department policy, procedures and general orders; assists the Chief of Police in direct planning, organizing, staffing, directing and controlling the various functions of the Police Department; performs all other duties as may be determined and assigned from time to time by the Chief of Police.

SUPERVISORY RESPONSIBILITIES

Directly supervises 15-25 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.

OTHER RESPONSIBILITIES

Must possess extensive knowledge of current police methods and procedures, including patrol, crime prevention, traffic matters, investigative techniques and personnel matters. Must possess a working knowledge of criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property. Must be able to organize and supervise the work of subordinate officers. Requires the ability to maintain cooperative working relationships with public officials, department employees and the general public. Imperative: Must be strong in the area of statutory laws as they affect enforcement at the municipal level. Must serve as department liaison for interpretation of legal terminology.

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

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

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

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit;

use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 environment is usually loud.