CITY OF ARCADIA

POLICE LIEUTENANT

DEFINITION

Under general direction, to serve as Patrol or Section Manager having direct administrative control over an assigned section; to supervise, plan and coordinate the activities and operations of an assigned section within the Police Department including Patrol, Investigations, or Administration; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Police Captain and Police Chief.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for an assigned section within the Police Department including Patrol, Investigations, or Administration.

Participate in the development and implementation of goals, objectives, policies, and priorities for the assigned operations or program; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for the assigned operations or program; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings.

Maintain discipline and enforce all rules, regulations and special orders.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Conduct inspections of personnel facilities and equipment to ensure that standards of operations and procedures are maintained.

Plan, schedule, assign, direct, and inspect the work of subordinate police officers on routine or special assignments.

Personally direct and coordinate major or involved field investigations.

Interview citizens in connection with complaints or suggestions regarding police protection.

Review officers' reports, daily logs of departmental activities, and all other communications affecting the work of the section.

Participate in the police training program and perform basic police work as required.

Provide staff assistance to higher level staff; prepare and present staff reports and other necessary correspondence.

Conduct internal investigations of citizen and officer complaints as assigned; mediate conflicts between Department personnel and citizens.

Perform special assignments and investigations, as assigned.

Assume immediate command of police activities in the event of an emergency until relieved by a superior officer; respond to major crime and accident scenes; supervise investigations, interviews, and interrogations in the field; personally conduct highly complex or sensitive investigations; oversee and participate in the collection and processing of evidence.

Review the work of departmental personnel to ensure compliance with department policies and procedures; review daily log and reports submitted by officers to verify completeness and the meeting of prescribed standards.

Oversee the use and care of equipment.

Maintain and prepare various records and reports.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Review new laws and ordinances; develop and implement directives and procedures in response to changes.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Evaluate Department training needs and make recommendations; coordinate, develop, implement, and monitor training programs for the Department including remedial training, firearms, equipment, and self-defense training, and field training.

When assigned to Administrative Lieutenant:

Serve as supervisor and coordinating manager over the Department's community relations program (P.A.C.E.).

Administer the City's Animal Control Services.

Serve as presiding officer of the City's administrative review process for parking citations.

Represent the Police Department on the City's Management Safety Committee.

Assume responsibility for the overall condition of the Police facility.

When assigned to Investigations Lieutenant:

Review and assign cases to staff daily and conduct follow-up status reviews via a tracking system on assigned cases.

Personally handle sensitive and/or politically associated cases.

Conduct hearings on stored/impounded vehicles.

Coordinate and assist with major investigations.

Prepare press releases when appropriate.

When assigned to Patrol:

Supervise assigned patrol teams consisting of Sergeants, Officers, Reserve Officers, civilian employees, and volunteers.

Coordinate the work schedule of subordinates including time off requests and necessary adjustments.

Maintain overall responsibility of all field activity.

Monitor radio communications between dispatch and officers.

Assume responsibility for station security and the welfare of all employees, visitors and inmates.

Assume responsibility for jail operations.

Function as the on-site Incident Commander in major field activities.

Maintain authority to initiate a S.W.A.T. response.

Make notification to the Investigation Commander, the Division Commander and/or the Police Chief when appropriate

Monitor, coordinate, and terminate all police pursuits.

Assume responsibility for the overall monitoring of new officers assigned to Field Training Officers patrol teams.

Administer and complete the appropriate medical treatment documentation regarding employee and inmate injuries.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive law enforcement program.

Modern and complex principles and practices of law enforcement program development and administration.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Principles and practices of community oriented policing.

Jail operations, police records and reports procedures.

Disaster preparedness and emergency operations.

Modern investigative methods including interviewing and interrogation techniques.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of property.

Recent court decisions and how they affect department and division operations.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

First aid principles, practices and techniques.

Self defense tactics.

Principles of budget preparation and control.

Principles of supervision, training and performance evaluation.

Modern office practices, methods, and computer equipment.

Principles and procedures of records keeping and reporting.

Local geography, City streets, public buildings, and businesses.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate firearms and other modern police equipment.

Operate a motor vehicle safely.

Ability to:

Manage and coordinate the work of supervisory, professional, technical, and clerical personnel.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.

Analyze situations quickly and objectively, and determine proper course of action.

Act quickly and calmly in emergencies.

Obtain information through interviews and interrogation.

Gather, assemble, analyze, evaluate and use facts and evidence.

Meet and deal with the public tactfully and effectively.

Maintain cultural awareness sensitivity.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Five years of responsible law enforcement experience including three years of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, public or business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain within one year, a P.O.S.T. Middle Management Certificate.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites; availability for shift work, on-call, and stand-by.

Effective Date: January, 1999
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