

City of Watsonville

Job Description



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| JOB TITLE: | Police Lieutenant | DATE APPROVED: January 1983 |
| DEPARTMENT: | Police Department | DATE MODIFIED: September 2011 |
| REPORTS TO: | Police Chief | |
| SUPERVISION: | Police Sergeant and other department personnel | |
| EMPLOYEE UNIT: | Public Safety Mid-Management | |
| FLSA: | Exempt | |

JOB SUMMARY: Under general direction, performs responsible administrative and technical work in planning, coordinating, directing and supervising the activities of a major division of the police department to include any combination of the following functions: Patrol, Traffic, Investigation, Community Relations, School Resource Officer, Volunteers, Police Activity Leagues, Cadets, Anti-Crime, Gangs, Administration, Personnel, Training, Property, Evidence, and Records.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, any combination of the following:

- Plans, organizes, manages and reviews all law enforcement and crime prevention activities of an assigned division.
- Supervises, evaluates, trains and provides guidance to Police Sergeants assigned to the division and other subordinate staff or non sworn personnel.
- Makes patrol assignments and briefs the Sergeants on significant problems on particular patrol beats, special projects, special events, meetings, evaluations, training needs and other significant issues within the City.
- Assures clear lines of communication and information flow from the top down and the bottom up. By maintaining these lines of communication, assures that departmental policies, procedures and practices are clearly transmitted.
- Makes recommendations on changes in operating procedures, policies, staffing, scheduling, personnel matters, and training to the Deputy Chief of Police.
- Oversees the enforcement of laws and ordinances, preliminary investigation of crimes, and gathering of evidence.
- Plans and coordinates activities within the appropriate section for the assigned division.
- Plans, organizes, manages and reviews activities of the Investigation Section.
- Proceeds to scenes of serious disturbances or law violations and provides supervision and assistance in investigating and handling the situation.
- Listens to and attempts to resolve grievances.
- Plans for crowd control for special events, parades, funerals and holidays.
- Provides input into the department budget and/or prepares budget for assigned section or specialized unit.

- Responsible for purchase, inventory and maintenance of equipment in assigned division, section, or unit.
- Provides management oversight of hiring process for sworn and non-sworn personnel.
- Maintains discipline.
- Reviews incidents that involve potential risk management concerns. This includes the review of claims against the Police Department for assessment of investigation needs, validity or policy change.
- Reviews shift reports and monitors case loads and work flow.
- Reviews, directs, conducts or initiates investigations of alleged misconduct by departmental personnel.
- Commands major crime investigations.
- Conducts or monitors investigation of officers involved in shooting incidents.
- Prepares reports and maintains a variety of records.
- May represent the Police Department with community groups, organizations, City Council, City Commissions and advisory committees as directed.
- Performs the more complex law enforcement and crime prevention activities as needed.
- Conducts management oversight of firearms training and other training programs.
- Prepares staff reports for Council which may include resolutions, ordinances and amendments to ordinances.
- Appears in court as necessary in cooperation with the City Attorney in response to pitches motions.

EMPLOYMENT STANDARDS

Knowledge of:

- current police practices, techniques, methods and procedures including patrol, crime prevention, traffic control, juvenile diversion programs, specialized police operations, investigation and identification techniques.
- pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, custody of persons accused of misdemeanors and felonies.
- arrest tactics, baton tactics and self defense tactics.
- rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.
- Federal, State and local codes and ordinances pertaining to juveniles and the processing of juveniles.
- departmental rules and regulations.
- current principles, practices and techniques of police organizations, administration, supervision and training.
- basic principles and practices of budget preparation and administration.
- role and objectives of Federal, State and other local law enforcement agencies.

Ability to:

- supervise and coordinate law enforcement and crime prevention activities.

- analyze situations effectively and objectively and determine proper course of action.
- interpret and apply laws and regulations.
- work under stress and use good judgment in a variety of situations.
- exercise restraint and judgment in emergency situations.
- schedule, organize, coordinate, supervise and evaluate the work of subordinates.
- provide effective training to subordinate personnel.
- prepare clear, concise, and comprehensive reports.
- tactfully and effectively represent the Police Department in public contacts.
- establish and maintain effective working relationships with City staff, public officials, other agencies and the general public contacted in the performance of required duties.
- obtain information through interview and interrogation.
- communicate clearly and concisely, orally and in writing.
- recommend improvements in departmental operation and in the rules, regulations and policies governing the Department.
- resolve a variety of situations characterized by conflict or danger.
- plan, organize and manage time effectively.
- work irregular hours including evenings, weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing issues.

Skill in:

- performing physical duties of handcuffing, subduing attacking or resisting persons using locks, grips, or control holds; use of baton, pepper spray and TASER.
- operating department vehicles safely.
- drawing weapon and firing with either hand; cleaning, servicing and storing weapons; firing other weapon as required or needed.
- wearing self contained breathing apparatus including gas mask.
- using a variety of police equipment including radar units and specialized communications and computer equipment.
- operation of a computer and relevant software necessary to perform the requirements of the job.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Perform physical duties of pursuing fleeing suspects on foot; lift/carry heavy objects (e.g., disable persons or equipment); pull oneself up over obstacles; climb up to elevated surfaces (e.g., roof); jump or climb over obstacles (e.g., fences); balance oneself on uneven or narrow surfaces; use bodily force to gain entrance through barriers (e.g., locked doors); ride a bicycle.
- Drive or ride in vehicle for long periods of time on a continuous basis.
- Regularly required to talk or hear. Frequently required to sit, stand, walk, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms.
- Must occasionally lift and/or move up to 100 pounds.

- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Hear alarm and sirens.
- Work under physical and mental pressures in potentially hazardous situations.
- Work in a variety of weather conditions with exposure to the elements.
- Maintain physical health stamina, and agility to meet physical demands of police work.
- Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

TRAINING AND EXPERIENCE

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Education/Experience:

- Bachelor's degree from an accredited college or university in police science, criminology, business or public administration, or a related field and two (2) years of experience as a police sergeant or an equivalent sworn, supervisory level position; or
- Associate of Arts degree from an accredited college or university in police science, criminology, business or public administration and three (3) years experience as a police sergeant or an equivalent sworn, supervisory level position.

Licenses/Certificates:

- Successful completion of the supervisory training course administered by the California commission on Peace Officer Standards and Training (P.O.S.T).
- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.