

## **CITY OF TAFT**

**CLASS TITLE: POLICE LIEUTENANT**

**Salary Range 61.3  
\$2884 -\$3506 Bi-weekly**

### **BASIC FUNCTION:**

Under general direction of the Police Chief maintains oversight and leads the day to day law enforcement activities of Taft Police Department. Provides direction to meet department and City goals and to coordinate with other service areas, agencies, boards, commissions and the public. May act for the Police Chief, as needed, and performs other job related work as required.

*This position is designated as exempt under the Fair Labor Standards Act (FLSA).*

This is a management classification responsible for the organizational component(s) and programs/functions as determined by Police Chief. Exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Police Chief. The job incumbent provides general supervision to the sergeants and other positions as may be assigned by the Police Chief.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Oversees departmental operations, activities and provides planning and research for disaster preparedness, protection of life and property, maintenance of the public peace, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records and jail facilities and provision of emergency dispatch services.
- Manages police command staff and supervisors responsible for, crime prevention, planning, investigations, research, special programs/projects and disaster preparedness.
- Demonstrates leadership in commitment to the Police Code of Ethics and highest ethical values in the delivery of public service.
- Provides management direction to activities relating to the effective utilization of personnel, facilities and equipment.
- Oversees the activities of the Police Department in patrol field operation functions.
- Develops and reviews policies, rules and procedures for effective operation of Police Operations Services.
- Confers with public officials and citizen groups on law enforcement problems and recommends municipal law enforcement policies.
- Oversees the assignment of employees and equipment.
- Coordinates with other local government agencies in emergency response activities.
- Assists in the preparation of budget related to assigned activities

- Confers with and makes recommendations to the Police Chief regarding projects and programs and assists in the development and implementation of City's strategic plan.
- Updates Police Chief of emergency developments.
- Acts as the Police Chief, in the Chief's absence
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public and provides effective conflict resolution, as needed.
- Attends assigned meetings and training and police conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs other duties, as assigned.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Modern principles, practices and techniques of a municipal police department and emergency dispatch services.
- Modern operating principles, practices and techniques of law enforcement and crime prevention including causation of criminal/deviant behavior and Community-Oriented Policing.
- Use and maintenance of law enforcement equipment and apparatus.
- Codes, regulations, criminal laws and ordinances related to police activities, crime prevention, emergency response and disaster preparedness.
- Local geography and available police resources.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective public speaking, conflict resolution and excellent customer service.

**Ability to:**

- Effectively formulate, organize and manage sound divisional policy in the areas of police law enforcement and crime prevention.
- Interact with citizens and employees in an effective way that produces positive results.
- Supervise the management of major incidents and crime scenes.
- Analyze and research police and community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations.
- Analyze situations accurately and swiftly, and adopt an effective course of action.
- Plan for major events and tactical situations.
- Be perceptive and innovative in the prediction and recognition of trends and problems and in the analysis and development of solutions to problems.
- Work well under pressure; work such hours as are necessary to accomplish the job including remaining on-call 24 hours a day; travel out of the area during or after work hours.
- Understand and communicate state and federal regulations, laws, codes, policies and solutions in the area of crime management.
- Delegate authority and responsibility as well as schedule and program work.
- Work with and control sensitive and confidential information.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and direct departmental goals within City objectives.
- Use computer and job related software in a highly effective manner.
- Manage, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Perform the duties and requirements of a sworn police officer.

## **DESIRED MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

Four (4) years of increasingly responsible professional command level management experience with a public law enforcement agency with at least three (3) of those years performing oversight at Sergeant level or higher or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

### **EDUCATION & TRAINING:**

Possession of a Bachelor degree from an accredited college or university with significant course work in the areas of Criminal Justice, Administration of Justice, Criminology, Law Enforcement, Police Science, Public Administration, or related fields. Additional qualifying experience may substitute for the education requirement on a year of for year basis.

### **LICENSE AND/OR CERTIFICATE:**

Possession of California Peace Officer's Standards and Training Advanced and Management Certificates.

Maintenance of a valid California Driver's license is a condition of continued employment.

### **PHYSICAL REQUIREMENTS**

Vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.