GENERAL PURPOSE

Under administrative direction of the Police Chief and/or Captain, plans, directs, manages, supervises, and coordinates the activities and operations of assigned service areas within the Police Department; coordinates assigned activities with other departments and outside agencies; and provides high level of responsible and complex administrative support to higher ranks as assigned.

DISTINGUISHING CHARACTERISTICS

The Police Lieutenant is a sworn member of the San Marino Police Department under Section 830.1 of the California Penal Code that meets and maintains all standards required by P.O.S.T. The Lieutenant serves as station commander, supervises subordinate supervisors; performs staff assignments; and, in the absence of the Captain, may be required to act in his/her place.

ESSENTIAL FUNCTIONS

Performs a variety of management and administrative duties ranging from commanding a police division through leading police patrol teams in the performance of law enforcement services. The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:
Conduct briefing sessions; ensure compliance with and disseminate information regarding department policies and procedures; conduct training sessions; serve as a liaison between shifts, organizational units, and other law enforcement and court agencies; may participate in public relations programs.

Research, plan, organize, staff, control, evaluate, and budget police programs; collect and preserve evidence; question and interview suspects, victims, and witnesses.

Review reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepare special and/or summary reports; evaluate case/project progress; make recommendations on case disposition.

Advise subordinates on job-related and personnel matters; evaluate performance and provide assistance in improving skills and abilities, resolving personnel conflicts or problematic situations arising out of assignments; create a positive work environment; maintain discipline and initiate corrective action; ensure compliance with safe work practices and policies.
Responsible for fleet management, firearm training management; evidence management; field evidence technicians; community service officers; crime prevention; personnel scheduling and training; internal investigations; disaster preparedness.
Investigate citizen complaints; respond to citizen inquiries; investigate collisions and injuries; determine preventability, and take necessary action to correct deficiencies in practices, work methods, and operations.

Attend Department staff meetings and training sessions; participate in employee development activities as assigned; keep aware of developments which affect law enforcement and information which would assist subordinates in the performance of their duties.

Participate in the development of work unit goals and objectives; assist in the development and administration of work unit budget.

Issue equipment; ensure vehicles and equipment used by staff are well maintained in keeping with established procedures and standards.

Serve as Watch Commander with responsibility for office and field operations.

Interact with co-workers at all levels in the City in a collaborative and customer service-oriented manner.

Assume as a peripheral responsibility oversight of functions such as Traffic, Field Training Officers and Range.

Work rotating shifts including weekdays, weekends, evenings, and holidays.

Perform related duties as assigned.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The following requirements are representative of the knowledge, skills and/or abilities required.

**Knowledge, Skills and Abilities:**

Knowledge of
Principles and practices of modern law enforcement, including patrol, investigations, and special operations functions; advanced law enforcement terminology concepts, and department policies and performance standards.

Applicable federal, state and local laws and appropriate court decisions, including those relating to supervision, civil liability, and P.O.S.T. training standards; policies regarding search, seizure, arrest, evidence, and court procedures, as well as legal rights of citizens and individuals in custody.

Knowledge of the Vehicle and Penal Codes; City policies, goals and objectives; department, division and unit budget and modern budgeting techniques; municipal organization and administration and physical layout of the City and adjoining areas.

Supervisory principles and methods, including goal setting, training, teamwork, and problem solving. Knowledge of the Peace Officer Bill of Rights and internal investigations; personnel investigative techniques including Govt Code Section 3300, et seq., the Skelly decision and related cases.
Community/problem oriented policing methodologies; public relations techniques; interagency communications and assistance techniques and practices; methods and techniques of supervision.

Police training techniques; modern investigative and reporting techniques; available community resources; concepts of municipal/public fiscal management and the basic concepts used in management of the municipal enterprise.

Proficient use of firearms, two-way radios, and other specialized law enforcement weapons and equipment.

**Skills/Abilities**
Establish goals and objectives of the department, develop and adjust plans within delegated authority; plan, organize and assign schedules for staff of division to provide required service.

Train and motivate department members; establish and maintain effective working relationships with those contacted in the course of work; provide outstanding customer satisfaction (internally and externally); foster teamwork and motivate personnel toward achieving the department’s mission; make decisions regarding operational and personnel functions; operate programs within allocated amounts.

Gather, assemble, analyze evaluate, and use facts and evidence; analyze problems, evaluate alternatives, and recommend solutions; deal constructively with conflict and develop effective resolutions; make rapid, sound judgments within legal and procedural guidelines.

Interpret and apply complex laws, procedures and policies, goals and objectives and performance standards and objectively select, train, supervise and evaluate personnel with respect to these standards.

Communicate clearly and concisely, both orally and in writing; prepare clear, concise, competent and timely reports, correspondence and other written materials; use of common office software including Microsoft Office and specialized law enforcement software.

Make forceful arrests; drive a motor vehicle under normal and emergency conditions safely; hear and understand verbal communications at normal speaking tones via voice radio and telephone and to verbalize succinctly.

Prepare and present ideas and recommendations orally and in writing; perform public speaking as required; operate and supervise operation of equipment skillfully, safety and in conformance with applicable laws.

Observe and memorize faces, events, and situations; establish and maintain effective relationships with the community-at-large and co-workers in all City departments.

Handle confidential matters with discretion; analyze unusual situations and resolve them through application of management principles and practices.

Receive performance evaluation with overall “Meets Expectations”, or better, rating (required).

Receive satisfactory results from a background investigation, polygraph test, psychological evaluation, physical examination, which includes a drug screen, and an administrative review (required for external applicants only).
Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
A Bachelor degree is required to be completed within three years from an accredited 4-year college. An individual promoted to this position will remain on probation until the required degree is achieved. If within three (3) years a bachelor degree has not been attained, or it is evident a Bachelor Degree will not be completed within the three year period, the individual is subject to demotion. An individual promoted to Lieutenant will not receive compensation above mid-point within the salary Range until a Bachelor Degree has been attained.

Experience
Tree years experience as a Police Sergeant
Served as an Acting Watch Commander

Licenses/Certificates
Valid California Driver License and a satisfactory driving record (required).
Possess a P.O.S.T. Intermediate Certificate (required).
U.S. citizen or obtain U.S. citizenship within that period of time as prescribed by law.

Physical Demands and Work Environment:

Physical demands
The physical demands described 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 regularly required to talk or hear. Employee is frequently required to sit, stand, and walk for long periods of time; use hands and fingers to manipulate, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, or crouch.

While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehend and subdue suspects.

Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust, focus, and be free from color blindness.

Work environment
Characteristics described 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.

Employee generally works 90% indoors and (10% outdoors including time spent in a patrol car or other police vehicle). Employee goes from being seated in a docile position in a police car or office to a highly energized position and then return to the docile position. The job can be very fast pace within a short period of time. While performing the duties of this job indoors, the work environment is generally in a temperature controlled office.
Employee regularly works outdoors at all times of day and in all weather conditions and is routinely exposed to hazardous situations that may result in injury, death or use of deadly force on others.

Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

Department: Police Department
FLSA Status: Non-Exempt
Revised: 7/1/13