



Class Code: 320.3  
WP Code: Police Lt  
Established: 11-93  
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EEO Code: P

City of Newark, California

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## **POLICE LIEUTENANT**

**DEFINITION** – Under administrative direction, the Police Lieutenant supervises a section or division of the Police Department; serves as a management level officer; conducts staff studies and research projects and participates in the overall department planning; performs responsible police field and services work; provides professional and technical staff assistance to the Police Chief and other department staff in areas of responsibility; and performs related work as required.

This management classification is responsible for directing the day-to-day activities of an administrative, investigative, or patrol function. Police Lieutenant may be rotated among assignments based on departmental needs. Work is performed in accordance with department policies, procedures, and general orders received from the Police Chief. This class performs a variety of management and administrative duties ranging from commanding a police function and managing a budget through leading a police patrol team. It is distinguished from Police Commander in that Police Commander has a higher responsibility for the overall direction of the Police Department and takes over command of the Police Department in the absence of the Police Chief.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Plan, direct, and inspect the work of personnel engaged in law enforcement work; establish work schedules and set work priorities; implement division and departmental policies and procedures.

Conduct research, prepare special staff studies and reports, and make recommendations on department policies and procedures.

Administer and review citizen complaints and citizen problems; conduct internal investigations.

Assist in developing and conducting training programs according to the needs of personnel and the police department.

Supervise the investigation of crimes, including the collection, analysis, and preservation of evidence, and perform difficult and complex investigation work.

Prepare and supervise the preparation of records and reports relating to department activities, and review reports prepared and submitted by subordinates.

Coordinate police department activities with other city departments and divisions and outside agencies; represent the department to the public and other governmental and private agencies.

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Assign, supervise, and evaluate subordinates and recommend disciplinary actions.

Determine need for police action and direct and assist officers in handling problems; develop operational plans for special events and disasters; personally take charge and supervise activities of major police problems.

Participate in department management team meetings to establish overall direction, policies, and procedures of the department; participate in the formulation of the budget and budget administration.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of modern police work and police administration.

Laws governing custody of prisoners, search and seizure.

Methods of patrol and criminal investigation techniques, interrogation, gathering and preserving of evidence, and rules of evidence.

Department policies, rules, regulations, and controlling laws and ordinances.

Geography of the City of Newark and location of building and areas requiring special police services.

Criminal identification and records maintenance.

Principles of supervision and motivation.

#### Ability or Skill to:

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

Interpret and make decisions in accordance with laws, regulations and policies

Perform research and analysis and prepare accurate and comprehensive reports.

Assign, direct and evaluate the work of subordinate personnel.

Establish goals and objectives of a division or assigned area.

Make oral presentations, to express ideas clearly and concisely.

Deal effectively with employees and the general public, maintain composure and take

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responsible courses of action during stress situations.

Use firearms, police equipment, and motor vehicles.

Develop an operational plan, direct implementation, and evaluate police actions following a special event.

Gather and analyze evidence and to draw logical conclusions.

Obtain information through interview and interrogation.

Prepare reports and supervise the maintenance of police records and police evidence.

Operate a computer terminal and specialized software applications related to police work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.

Effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and disasters.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.

Maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action, and demonstrate intellectual capabilities during training and testing processes.

### Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Progressively responsible experience in public agency police work including experience in a supervisory capacity at the rank of Police Sergeant.

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### Education:

Equivalent to a Bachelor's degree from a college or university with course work in Police Science, Administration of Justice, Public or Business Administration or a related field.

College degree and graduate degree desirable. Conform to the guidelines established by the California Commission on Peace Officers Standards and Training.

### License or Certificate

Must possess an appropriate, valid California driver's license and have a satisfactory driving record.

### Working Conditions:

Work in an emergency environment; work in confined spaces; work in intense life-threatening conditions; exposure to dangerous persons, firearms, body fluids, fumes, moving objects, and noise; running, jumping, walking, crawling, kneeling, climbing, stooping, and moderate lifting; visual, auditory, and speech capabilities required; work in inclement weather conditions; may work irregular work hours.

**Probationary Period:** 12 Months

**FLSA:** Exempt