

**KENSINGTON POLICE PROTECTION AND
COMMUNITY SERVICES DISTRICT**

POLICE LIEUTENANT

Definition

Manages assigned programs, personnel and operations for a bureau, administrative function or work shift; prepares and evaluates field and staff reports; trains sworn staff and provides for their professional development; develops and implements specific departmental operational programs.

Class Characteristics

This is a management level class, responsible for planning patrol and public service activities and for assisting the Captain in various administrative areas. While the incumbent may respond to calls for service, the primary responsibilities are managerial, including the coordination of activities District-wide and with other law enforcement agencies. Responsibilities include the development of specialized programs, such as community-oriented policing and traffic enforcement. This class is distinguished from the Police Captain in that the former has lesser breadth of policy-making authority and knowledge of administrative disciplines.

Supervision Received and Exercised

Receives direction from the Police Captain.

Supervises Police Sergeants and clerical/administrative support staff

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Tracks and responds to basic citizen complaints and inquiries by reviewing case histories; assigns citizen complaint investigations and litigation claims; reviews for corrective action.
- Develops, implements, and evaluates programs, rules and procedures for standards of conduct, training needs, officer safety, general employee safety, Field Training Officer (FTO) program, weapons training and usage, report writing, and reduction of civil liability; recommends policy changes given analysis of department procedures.
- Participates in employee selection, assessing training needs, supervision and evaluation and prepares related administrative and staffing reports.
- Plans, coordinates, supervises and evaluates field enforcement and police services work performed by subordinate personnel for patrol, parking enforcement, vehicle maintenance, and assesses and evaluates divisional training requirements.
- Measures the effectiveness of the activities of assigned unit and subordinate personnel by reviewing and evaluating incident and service reports such as crime reports, arrest reports, citations, and property and evidence reports.
- Monitors crime trends and statistical data to establish goals and objectives and evaluate progress in reducing criminal offenses; coordinates most specialized cases; prepares specialized law enforcement reports for law enforcement and emergency management agencies.
- Develops, implements, and evaluates programs, rules and procedures and participates in the formulation of policies and procedures; researches equipment, staffing, and technology enhancements and applications in cooperation with division staff.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.

Qualifications

Knowledge of:

- Police science principles and practices.
- Police Officer Bill of Rights; labor contract requirements related to work and performance standards of subordinate personnel.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Techniques of first aid and CPR.

Skill to:

- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Operate the equipment and vehicles of the department in a safe and responsible manner.

Ability to:

- Plan, coordinate and manage the work of employees for an assigned shift or bureauTrain staff in work procedures and providing for their professional development.
- Assist in performing departmental administrative duties, such as budget development and administration and policy and procedure development.
- Observe and accurately recall faces, names, descriptive characteristics, and facts of incidents and places.
- Interpret, apply and explain complex laws, codes, regulations and ordinances
- Exercise self-control and independent and sound judgment in evaluating situations and in emergency/hazardous situations and make quick, effective and reasonable decisions.
- Prepare clear, accurate and grammatically correct reports, records and other written materials.
- Make sound, independent decisions as a shift leader and in emergency situations.
- Identify and demonstrate responsiveness to community issues, concerns and needs.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Education: Equivalent to graduation from a four year college or university with major course work in criminology, law enforcement, social or police science, public administration or a field related to the work is desirable.

Experience: Six years of progressively responsible local law enforcement work, including one year of supervisory experience at the rank of Police Sergeant. Additional supervisory experience can be substituted for the education on a year-for-year basis to a maximum of two years.

License: Must possess a valid California class C driver's license and have a satisfactory driving record. Ability of obtain a valid advance certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Working Conditions: Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions.

Physical Demands: Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups.