

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

POLICE LIEUTENANT

DEFINITION

Under direction of a Captain or Chief of Police, a Police Lieutenant is directly responsible for the efficient mid-management of a Police Department Division or field activity within the constraints of Departmental policies, procedures and modern policing concepts including community-oriented policing philosophy. The scope of work activity requires an extensive understanding of problem-solving tactics and strategies and an ability to implement such tactics and strategies in accordance with Departmental operating policies. Working conditions may include field and desk work and involve shift work. The position requires the exercise of sound, independent judgment. A Police Lieutenant may manage the work of Police Sergeants, Police Officers, civilian personnel and volunteers and do related work as required.

EXAMPLES OF DUTIES

Coordinate, assign, and direct the work of the Police Department on an assigned shift or division. Issue directives, orders and special assignments to subordinates. Review reports of preceding shifts noting any special instruction or unusual conditions. Conduct inspections of officers, equipment and department logs and investigate traffic conditions; review patrol activities; accompany officers, observe their work, and when necessary, take charge of preliminary investigations of serious crimes. Review logs and reports of individual officers; discuss problem of traffic control, arrests, patrol activities and related subjects with subordinates. Report to superior any important crimes or incidents and the performance of personnel on the shift. Manage and/ or conduct the interviewing of complainants, witnesses or suspects in criminal and administrative investigations; cooperate in and coordinate investigations with outside law enforcement and other related agencies. Instruct subordinates and peers in the techniques of preliminary investigations; observe performance of subordinates; prepare timely and accurate performance evaluations; develop the professional growth of subordinates.

MINIMUM QUALIFICATIONS

Knowledge of: The principles of modern, established community-oriented policing and problem-solving strategies; modern police management and supervision; practices of criminal identification and investigation; juvenile welfare; traffic control and safety; administrative investigations and procedures; police record keeping systems; care and

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custody of persons and property; training and communications; broad knowledge of constitutional and criminal law relating to apprehension, arrest and prosecution.

Ability to: Effectively plan and coordinate the work of others; gather and analyze facts and draw logical conclusions; obtain information through interview and interrogation; collaborate effectively; prepare concise, accurate and comprehensive reports; maintain police records; mentor, motivate and support subordinates to greater efforts and improved work methods while inspiring *esprit de corps* and maintaining positive morale. Develop, establish and apply goals of the Department. Interpret and respond to instructions, policies and procedures; exercise sound judgment, acumen and discretion in decision making. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis

Drive police vehicles in accordance with the Vehicle Code; monitor and operate the police radio in a patrol vehicle while driving in heavy traffic; broadcast into a microphone and comprehend police radio communications which are a mixture of English and police code.

Experience: At least two years of experience in the permanent rank of Police Sergeant in a California Law Enforcement agency.

Education: Graduation from high school or equivalent and completion of at least 60 semester units of college-level course work. Possession of, or be eligible and have applied for a State of California POST Supervisory Certificate.

License: Possession of a valid Class C California Driver's License.

R: 02/07