Date Adopted: 2/8/94

CITY OF GLENDORA

POLICE LIEUTENANT

DEFINITION

Under limited supervision, directs the activities of an assigned watch or unit of the Police Department; functions as watch commander; performs related duties as required.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Directs and coordinates the activities of the assigned watch or unit; prepares work schedules; confers with subordinate supervisors regarding special assignments, performance of personnel, law enforcement problems, officer training, citizen complaints, and other operational issues; provides instruction or direction as necessary; may participate in active law enforcement activities. (a b d e g h i j k l n o p)

2. Conducts special projects involving department or work unit issues as assigned; conducts research and compiles statistics; prepares related reports. (a b j k l n)

3. Provides liaison to the public, responding to inquiries and resolving complaints regarding subordinate officers or work unit service levels; coordinates law enforcement activities with other agencies; and as designated representative, participates in committee or community activities to contribute to discussions regarding police services. (a c f j k l)

4. Reviews reports prepared by subordinate officers and supervisors; analyzes levels of criminal activity and ensures required follow-up (preparation, notification, etc.) is initiated on a timely basis. (a b d g j k)

5. Develops and participates in the conduct of officer training to ensure staff maintains law enforcement knowledge and skills; as assigned, prepares or directs the preparation of training manuals and instructional materials. (a b e g j n)

6. Participates in the development of work unit goals and objectives; participates in the development and administration of work unit budgets. (a b g h j k m n)

ESSENTIAL FUNCTIONS (Continued)

7. Works with community groups and representatives in the development and administration of programs designed to address societal problems associated with crime and its prevention. (a b c f g k l)

8. Provides information on police incidents, operations and services to the press, general public, and other interested parties. (a b c f g k l)

REQUISITE ABILITIES

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare complex reports on a variety of subjects.

c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.

d. Supervise a unit or section of the Police Department.

e. Select, train, supervise and evaluate employees.

f. Represent the City in a variety of meetings.

g. Make decisions regarding operational and personnel functions.

h. Operate programs within allocated amounts.

i. Respond to emergency and problem situations in an effective manner.

j. Understand, explain and apply policies and procedures.

k. Analyze unusual situations and resolve them through application of management principles and practices.

l. Deal constructively with conflict and develop effective resolutions.

m. Plan and enforce a balanced budget.

n. Develop new policies impacting department operations/procedures.

o. Obtain information through interview and interrogation.

p. Use and care of firearms.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include seven years of experience in law enforcement in an approved California police agency of which the last year shall have been in the position of Sergeant with the Glendora Police Department; and equivalent to completion of an associate degree or bachelor's degree with a major in police science, public administration, or a related field.

Knowledge and Skill Levels

Thorough knowledge of law enforcement principles, practices, and techniques; causes, prevention, and control of delinquency; traffic enforcement and education; rules of evidence, rights of citizens and prisoners; laws pertaining to search, seizure, and arrest; court procedures; public relations techniques; interagency communication/ assistance techniques and practices; principles and practices of police administration; patrol methods, criminal investigation and identification techniques; physical layout and composition of the City including special law enforcement problems. Considerable knowledge of vehicle and penal codes; City personnel administration policies and procedures; principles of supervision.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of an Intermediate P.O.S.T. Certificate.