



POLICE LIEUTENANT

Bargaining Unit: Police Management Association

DEFINITION

Under the general direction of the police chief and/or police captain, the police lieutenant performs administrative, supervisory and technical staff functions, directs and coordinates the work of major elements of police line and/or support activities, and assists in the administration of the department or in the command of any of its divisions.

CLASS CHARACTERISTICS

This position is distinguished from the next higher class of Police Captain in that the latter has a larger range of command responsibilities, organizational authority, and policy decisions.

EXAMPLES OF DUTIES (*illustrative only*)

Duties may include, but are not limited to:

- Assists in the development and implementation of department goals, objectives, policies, and procedures.
- Plans, develops, implements, directs, and controls specific public safety grants, program, and activities as assigned.
- Provides overall technical and management direction/coordination to personnel in assigned area of responsibility.
- Periodically reviews operating procedures and makes recommendations for improvements.
- Assists in the overall departmental budget development and administration.
- Responds to highly complex and sensitive police-related matters, including major crime scene coordination.
- Prepares and presents technical surveys, studies, and other written reports on assigned projects.
- Performs all duties applicable to the rank of police officer, police corporal, and police sergeant with the Union City Police Department.
- Coordinates departmental activities with other city departments and divisions and with outside agencies, organizations, groups, and individuals.
- Supervises, trains, motivates, and evaluates assigned staff.
- Investigates and takes appropriate action on complaints and personnel problems involving subordinate personnel.
- Acts for superior officers in their absence or at their direction.
- Attend meetings and make verbal presentations as needed.
- Perform related duties as may be occasionally required.

MINIMUM QUALIFICATIONS

Education - Possession of a bachelor's degree from an accredited college or university with major coursework in police science, business, public administration, or a related field.

OR

Successful completion of a bachelor's degree, with major coursework in police science business, public administration or a related field, within the first year of being appointed to the Lieutenant position. Failure to obtain a bachelor's degree within the first year will result in the employee immediately relinquishing, and waiving any and all property rights to, their Lieutenant position. The relinquishment of the Lieutenant position due to the failure to obtain a bachelor's degree is not disciplinary and will not include any rights of appeal.

AND

Experience - Six (6) years of current law enforcement work, two years of which must have been in a supervisory capacity at the rank of police sergeant with a local or state law enforcement agency. All six years must have involved work similar to that which is performed by the Union City Police Department.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Police administration principles, methods, and practices.
- Current law enforcement and crime prevention principles, methods, practices, and techniques.
- Pertinent federal, state, and local laws and ordinances.
- Departmental policies, procedures, rules, and regulations.
- Principles and practices of providing community-oriented police services.
- Principles, methods and practices of modern management and budget development and implementation.

Ability to:

- Plan, organize, and coordinate the work of subordinate personnel.
- Analyze and address complex and sensitive police matters.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Establish and maintain effective work relationships with others.

- Exhibit sensitivity and responsiveness to law enforcement and crime prevention, community concerns, issues, and needs.
- Prepare and present complex technical studies, surveys, and reports.
- Supervise, train, motivate and evaluate assigned staff.

Licenses and Certificates:

Possession of P.O.S.T. Supervisory Certificate.

Possession of a valid California Driver's License.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Essential or important duties require the following physical abilities and work environment:

Ability to lift items weighing a minimum of (40) pounds; to walk, run over a sustained period of time and make sharp turns while running; climb; clear objects by vaulting; to drag and pull objects; to hear a normal spoken conversation; to see objects and read both close up and at a distance; to work shifts of varying length; to handle firearms; to be exposed to the out of doors under varying climatic conditions.

In accordance with Government Code Section 1031 and 1031.5, to be appointed as a peace officer in California, you must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship.

Travel: Positions in this class may require local and statewide travel as necessary.