

CITY OF HEMET

Class Code: 2910
Page 1 of 3

Date Adopted: 10/1989
Date Last Revised: 11/14/2006

POLICE LIEUTENANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the general supervision of a Division Captain, supervises, plans, and directs duties and activities associated with law enforcement; may serve as Watch Commander; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Responsible and accountable for the overall operations and activities of assigned section, shift or major functional unit. This class is distinguished from Police Captain, which has overall supervisory and budgetary responsibility for a major division of the Police Department.

SUPERVISION EXERCISED

Exercises direct supervision of sworn, professional, technical, and clerical personnel and may include supervision of interagency task forces.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Supervises, directs and coordinates the daily activities of assigned personnel.

Oversees budget expenditures on an operational level.

Analyzes police problems and initiates appropriate action.

Provides highly technical and administrative staff assistance to Police Captains.

Establishes and maintains good working relationships with fellow employees and general public.

Supervises and/or conducts internal affairs investigations and maintains discipline.

Works closely with community groups and individuals to coordinate community oriented policing and problem solving programs and public crime prevention education.

Assures that personnel are performing in a competent, efficient manner, utilizing all appropriate communication and information resources to carry out the objectives.

Coordinates and conducts shift level in-service training.

Participates in the development and implementation of goals, objectives, policies, and priorities.

Conducts research; prepares and reviews reports; provides staff and technical assistance to city management, boards, commissions and other organizations.

Enforces departmental policies, City Personnel Rules and Regulations and MOU provisions.

Responds to citizen complaints or inquiries regarding police services.

Represents the Police Department at community events, law enforcement meetings and city government functions.

Acts as Division Captain when directed.

KNOWLEDGE AND ABILITIES

Knowledge of modern police work and law enforcement principles and practices; city, state and federal criminal and traffic laws, ordinances and related court decisions; local law enforcement issues including community policing; problem oriented policing; crime prevention activities which include identification and investigation techniques; geography and demographics of the City of Hemet; use of police records and identification methods and their application; administrative procedures and techniques; laws and constitutional guarantees governing the custody of persons; laws pertaining to search, seizure, and evidence; technical and administrative phases of juvenile welfare; traffic control and safety; policy requirements and limitations of police authority.

Ability to use and care for firearms and other types of police property and equipment; manage budget and expenditures; analyze situations, making effective and reasonable decisions; supervise, direct, and coordinate the work of assigned staff; apply public relations techniques; facilitate interagency communications and cooperation; think clearly and act effectively in emergency situations; maintain appropriate flow of communication and chain of command; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; maintain good working relationships with all City employees and general public.

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 at least five (5) years of experience in law enforcement, including at least two (2) years in a responsible supervisory capacity, preferably at the Sergeant's level; and possession of a BA or BS degree in Police Science, Public Administration, or related field by the end of probation. A Master's degree is desirable.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license and a satisfactory driving record.
Possession of a P.O.S.T. Supervisory Certificate.