



# CITY OF LAKEPORT

## POLICE LIEUTENANT/CAPTAIN

### Job Description

#### **DEFINITION**

Under general direction of the Police Chief to perform responsible administrative, investigation and technical work in directing the activities of the Police Department; and to do related work as assigned. In the absence or disability of the Police Chief, an incumbent of this class directs the activities of all divisions of the department.

Although work is subject to review by the Chief of Police, work with relative independence in day to day activities and review is usually accomplished through routine checks of reports, conferences and evaluations of results.

#### **CLASS CHARACTERISTICS**

The Police Lieutenant/Captain is considered a Mid-Manager. Positions in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical harm and danger. Positions at this class level serve as a member of the City's management team. The Police Lieutenant/Captain provides advice and counsel to the Police Chief regarding strategic policy and problem solving issues relating to the Police Department. The Police Lieutenant is differentiated from the Police Captain in that the later possesses greater experience and technical understanding of law enforcement administration, as defined by the Education and Experience Guidelines below.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Plans, organizes, coordinates, administers, directs and evaluates the work of a division or divisions of the Police Department.

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.

Develops and implements management systems, procedures and standards for program evaluation.

Prepares or directs the preparation of a variety of studies and reports related to current issues and long-range City needs, and develops specific proposals to meet them.

Plans, delegates and oversees execution of Police programs and activities, including preparation and implementation of the budget.

Directs the selection, supervision and work evaluation of division staff and provides for their training and development.

Represents the department to public and private groups and individuals. Represents the department at Commission, Committee or City Council meetings.

Responds to citizens' concerns or inquiries regarding police services.

Coordinates work of the Police Department activities to pertinent codes, regulations and guidelines

Interprets departmental and City policies and procedures to staff.

Provides technical assistance to staff.

Ensures compliance of Department activities to pertinent codes, regulations and guidelines.

Monitors developments related to department activities, evaluates their impact on Police Department operations and implements policy and procedure improvements.

Directs the preparation of or prepares and maintains written reports, records and correspondence.

Conducts internal affairs investigations and prepares written reports and recommendations.

Prepares operations orders and coordinates resources for special events and critical incidents.

Operates and manages command post at critical incidents.

Acts for the Police Chief as assigned and performs other duties as assigned by the Chief of Police.

Oversee the Patrol Division; review shift activities through reports prepared by subordinate officers and through conferences with supervisory personnel; instruct personnel in operating procedures.

Oversee the Investigative Division; assign subordinates to specific problems and/or cases and review their reports and records; coordinates information gathered and work accomplished by subordinates. Provide technical advice and assistances; direct and participate in the investigation of the more difficult or complex criminal cases; participate in extradition procedures.

Oversee the School Resource Officer and Police K-9 programs.

Supervise and participate in activities involving records, evidence, identification, communication, grants and in-service training.

Investigates complaints against Police Department personnel and makes recommendations to the Police Chief.

Assists the Police Chief in the development and implementation of the Police Department budget.

Performs related work as assigned.

## **QUALIFICATIONS GUIDELINES**

### Education and/or Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Police Lieutenant: Five years of law enforcement including three years of experience equivalent to the rank of Police Sergeant.

Police Captain: Two years' experience at or above the rank of Police Lieutenant. Equivalent to graduation from a college of university with major course work in criminology, law enforcement,

social sciences, public administration or a closely related field. Additional supervisory experience may be substituted for education on a year for year basis to a maximum of two years. Completion of the F.B.I. National Academy is desirable.

#### Knowledge, Skills and Abilities

Principles and practices of organization, administration, budget and personnel management. Modern police practices, techniques and methods. Pertinent federal, state and local laws and ordinances, particularly with reference to arrest search and seizures, evidence records keeping. Departmental rules and regulations. Plan, organize and coordinate the work of different divisions within the Police Department. Analyze complex police problems. Communicate clearly and concisely, orally and in writing. Properly interpret and makes decisions in accordance with laws and department regulations and policies.

#### Special Requirements

Possession of P.O.S.T Intermediate Certificate  
Possession of P.O.S.T. Advanced Certificate.  
Possession of a P.O.S.T. Supervisory Certificate.  
Possession of a P.O.S.T. Management Certificate required for Police Captain.  
Possession of appropriate California driver's license.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

### **PHYSICAL PROFILE:**

#### CATEGORY IV – PUBLIC SAFETY

##### DEFINITION

Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to insure the ability to carry out this responsibility.

##### OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Color Vision: Ability to identify and distinguish colors

Distant Vision, Excellent: Without correction vision not less than 20/20 in one eye and not less than 20/25 in the other eye.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO. Lieutenant	MM151
CLASS RANGE NO. Captain	MM170
FLSA	Exempt
ADOPTION DATE	06/04/2019
APPROVED BY:	