

City of South San Francisco  
Human Resources Department

**Police Lieutenant**

Class Description

**Definition**

Under general direction, assists in planning, organizing, and directing the activities of the department; acts for the Division Commander as assigned; and does related work as required on an assigned shift as Watch Commander.

**Distinguishing Characteristics**

Employees in this class are distinguished from that of the next higher-level classification in that this classification is assigned as bureau commanders, training manager, or watch commanders Chief. Employees may be rotated between these assignments and work either a Monday through Friday schedule or a shift schedule, depending on the assignment.

**Typical and Important Duties**

1. Assists the Division Commander in supervising and coordinating the functions of all division activities.
2. Recommends, implements, and enforces changes in operating policies and procedures.
3. Supervises subordinates in the enforcement of laws, ordinances, and departmental rules and regulations.
4. Assists in planning and coordinating training programs.
5. Reviews and takes action on reports submitted by subordinate staff.
6. Makes periodic inspections of division personnel and facilities.
7. Operates with various federal, state, and local agencies in carrying out law enforcement activities.
8. Prepares special reports as necessary.
9. Recommends and administers disciplinary action on infractions of regulations.
10. Uses discretionary authority in deciding dispositions and immediate action on complaints or cases.
11. Maintains effective public relations in the field and in the office, including addressing public gatherings.
12. Conducts personnel investigations, investigating complaints, and recommending disciplinary actions.
13. Acts in the absence of the Division Commander.
14. Performs related duties and responsibilities as assigned.

## **Job-related Qualifications**

### Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, traffic control, scientific investigation and identification techniques, and the control of juvenile delinquency.
- Laws affecting apprehension, arrest, and prosecution of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.
- Modern police administration.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

### Ability to:

- Assist in planning, organizing, and directing departmental operations.
- Analyze situations effectively and interpret and apply laws and departmental rules and regulations
- Recommend improvements in department operations, and changes in policies and procedures.
- Write clear, concise, and comprehensive reports.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative working relationships with other law enforcement agencies, departmental employees, and the general public.
- Effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control, working in and near traffic, and natural and man-made disasters.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.
- Use standard broadcasting procedures of a police radio system, maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Maintain mental facilities, to exercise sound judgment and rational thinking under routine and dangerous circumstances, evaluate various options and alternatives, and choose an appropriate and reasonable course of action.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.

- Conduct internal affairs investigations, making sound conclusions and recommendations.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures; model and coach others in correct City safety practices and procedures; enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using and carrying firearms.
- Using a personal computer and associated applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of progressively more responsible experience as a police officer, including at least two years in a comparable position to a Sergeant in the City of South San Francisco.

Training:

An associate's degree from an accredited college with a major in any related subject; or sixty accredited college units in any related field; or a P.O.S.T. Intermediate and Supervisory Certificate.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person, over the telephone, and over the radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

**Work Environment:**

Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

**Ability to:**

Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handles public information emergency situations.

**Additional Information:**

- Approved: July 1995
- Revised Date: July 1997, June 2003
- Former Titles:
- Abolished:
- Bargaining Unit: PSM
- DOT: No
- Status: Classified/exempt
- Job Code: M275