

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION

POLICE LIEUTENANT

JOB PURPOSE:

Under administrative direction, to manage personnel and activities and carry out various staff assignments and duties as required. Incumbents of the position in the class of Lieutenant have continuous administrative responsibilities for the assigned division. Incumbent may be called upon to act in the capacity of the Police Chief or Police Captain in his/her absence and performs other job duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Police Lieutenant position is a sworn managerial and supervisory position. Incumbents are expected to be able to perform the full range of duties required of the class. This class is distinguished from the lower class of Police Sergeant and of Police Officer by the higher rank, and by the managerial and degree of supervisory duties required. It is also distinguished from the higher class of Police Captain by lower level of administrative responsibilities.

EMPLOYMENT QUALIFICATIONS:

Completion of Associate of Arts Degree or equivalent; Bachelor of Arts preferred.

Valid California motor vehicle operator's Class C or Class 3 license.

Seven years as a police officer with either City, County, or State Government. Minimum of three years as a police supervisor.

Must be a citizen of the United States or a permanent resident alien who has applied for citizenship one year prior to application for employment in accordance with Section 1031.5 of the Government Code.

A record free of any felony convictions.

Must reside or be willing to relocate within a 60 minute drive to 1 Civic Center Drive, Scotts Valley within a time limit as set by the Chief of Police.

Possess a Basic P.O.S.T. certificate, an Intermediate P.O.S.T. certificate, an Advanced P.O.S.T. certificate and a P.O.S.T. Supervisory certificate.

Possession of all other law enforcement related certificates required for the job of police officer.

Vision: Refer to the attached Sworn Officer Vision Standards.

KNOWLEDGE:

Thorough knowledge of contemporary police methods and procedures including all aspects of the duties required of an experienced law enforcement administrator and of a police officer.

Knowledge of human motivation and behavior gained through experience as a police officer.

Knowledge gained through the experience of having risen from the rank of police officer, with progressive increase of responsibilities.

Thorough knowledge of the functions of local law enforcement and community policing.

Knowledge of law enforcement codes and department policies, procedures and practices; principles of organization and administration; principles and practices of criminal investigations, including techniques of interviewing and interrogation.

Knowledge of modern principles and practices of personnel management, budgeting and organization.

ABILITY TO:

Lead, motivate, maintain high morale, supervise others, perform administrative tasks, train personnel, assume command or leadership role, learn, understand, interpret and apply modern police methods and procedures including patrol, crime prevention, traffic control, scientific investigation, the control of juvenile delinquency, Scotts Valley General Orders Manual, and the City of Scotts Valley Personnel Rules and Regulations; criminal law with particular emphasis on the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure, and a presentation of evidence in criminal cases.

Write accurate and comprehensive reports and effectively communicate orally. Use good judgment in making decision. Establish and maintain effective community relations. Perform difficult criminal investigative work. Speak clearly and be understood in both a calm voice and in a commanding voice. Ability to successfully complete required mandatory P.O.S.T. certified management training courses.

Command the respect of the community and police personnel. Effectively assist in planning, organizing and directing the work of the police department.

POSITION DESCRIPTION (ESSENTIAL JOB FUNCTIONS):

Scotts Valley Police Lieutenants may be required to perform any one and/or combination of the following duties and tasks:

I. PHYSICAL PERFORMANCE DUTIES:

- A. Restraining/Subduing - Involves restraining and/or subduing individuals by means of baton techniques, locks, grips or holds, or restraining devices such as handcuffs. Examples - Subdue attacking or resisting persons using locks, grips or holds - use baton or chemical agent to subdue attacking or resisting persons - handcuff suspects or prisoners.
- B. Physical Performance - Involves physical activity such as lifting, carrying, dragging, climbing, jumping, running, etc. Examples - Wear a uniform with heavy and bulky equipment including bullet proof vest, gunbelt, gun, baton, handcuffs and other items - while wearing such a uniform, chase a suspect long distances - while wearing such a uniform, chase a suspect over obstacles including at least 6' fences, heavy brush, or over or through other obstacles - lift/carry heavy objects (e.g., disabled persons or equipment) - pull oneself up over obstacles - climb to elevated surfaces (e.g., roof) - jump or climb over obstacles (e.g., walls) - balance oneself on uneven or narrow surfaces - use bodily force to gain entrance through barriers (e.g., locked doors).
- C. Weapons Handling - Involves demonstrating proficiency and accuracy in the use of required weapons at all times - Examples - Draw firearm - fire handgun at person - fire rifle at person - fire shotgun at person - use firearm, batons, and other equipment in a proper and safe manner - clean and service weapons.

II. PATROL AND INVESTIGATION DUTIES :

- A. General Patrol Duties - Examples - Work outdoors at night and in rain, wind, and other poor/adverse weather conditions - work nights, long shifts, rotating shifts, and irregular hours - walk or stand for long periods - sit in or drive a car for long periods on a daily basis - frequently miss meals - maintain mental and physical ability throughout stressful emergency events - think clearly and act quickly in emergencies.
- B. Arrest and Detain - Involves arresting persons (with or without an arrest warrant) and guarding prisoners. Examples - Arrest persons with or without warrants - take into custody persons arrested by citizens - guard prisoners detained at facilities other than jail (e.g., hospitals, police department).
- C. Surveillance - Tasks that require careful observation while following suspicious vehicles/persons, patrolling physically hazardous locations, operating observation posts, etc. (includes use of binoculars, photographic equipment, etc.). Examples - Clearly see license plate numbers and other details both nearby and from a distance - distinguish the color of clothing, vehicles, and other objects - see well in dark buildings, at night or in other low light situations - hear and identify faint or distant sounds - observe and recognize unusual or dangerous situations or events - sense odors (e.g., ability to smell fires, propane gas, marijuana, alcohol etc.) - follow suspicious vehicles (e.g., suspect, suspicious persons, etc.) - organize or participate in formal or informal surveillance of individuals or locations (stakeouts) - monitor driver and pedestrian observance of traffic control devices from stationary position - clock speed/visually estimate speed of vehicles.
- D. Decision Making - Involves analysis, evaluation, and inquiry in order to make proper determinations (e.g., priority of required actions). Examples - Survey and evaluate accident scenes and incidents to determine priority of required actions - evaluate crime scenes to determine investigation procedures to follow and assistance necessary - analyze and compare cases for similarity for modus operandi - judge situations and people accurately.
- E. Review and Recall of Information - Involves review and study of information for later recall such as wanted persons and vehicles. Examples - Review information to maintain a current knowledge of known criminals and criminal activity in area - review rap sheets and MO's of suspects - identify from memory wanted vehicles or persons - review reports and notes to prepare for testimony at hearings and trials - observe and accurately recall names, faces, numbers, incidents, and places.
- F. Chemical, Drug and Alcohol Testing - Involves physically or chemically testing for sobriety and/or presence of controlled substance. Example - Administer physical roadside sobriety and breathalyzer test - arrange for obtaining blood or urine samples for chemical analysis.
- G. Fingerprinting/Identification - Example - Dust and lift latent fingerprints - fingerprint prisoners and other persons.
- H. Inspecting Property and Persons - Involves examining, searching, checking and inspecting buildings, people, vehicles, objects, etc. - includes use of flashlights, spotlights and stroller meters/rollatapes to measure distance. Examples - Examine injured/wounded persons - examine dead bodies for wounds and injuries to determine nature and cause of death - examine unlocked businesses and dwellings for signs of illegal entry - examine suspicious or potentially dangerous objects (e.g., suspicious packages, downed power lines) - physically examine abandoned vehicles.

- I. Searching - Involves searching of buildings, persons, vehicles and the search for missing, wanted or lost persons, evidence, etc. Examples - Pat search suspects - physically search properties and vehicles for contraband, criminal activity, wanted subjects or evidence - search, collect and examine evidence from accident and crime scenes - search buildings, properties and vehicles to locate bombs and/or explosives - search remote areas for accident victims, dead bodies, escapees etc.
- J. Line Ups Show Ups - Organizing and conducting line-ups, photo line-ups and in field show-ups.
- K. Secure and Protect Property - Involves securing and protecting such things as accident scenes, vehicles, homes, and property. Examples - Protect accidents or crime scenes - preserve evidence and personal property.
- L. Office/Electronic Equipment - Ability to operate office equipment (keyboard, photocopier) and computerized information management system including mobile data computer in patrol vehicle.

III. TRAFFIC/MOTOR VEHICLE DUTIES:

- A. Emergency Driving - Involves high speed driving in all types of situations such as open road and in congested areas, etc. Examples - Engage in high speed pursuit driving on open roads or congested areas - respond as primary/or backup unit on crimes in progress.
- B. Traffic Control - Involves directing traffic using hand signals, flashlights, radar units, flares, traffic cones or other barriers/barricades.

IV. ORAL COMMUNICATION DUTIES:

- A. Oral Communications - Involves conferring, advising, coordinating, interviewing, directing or conducting other verbal interaction with others. Examples - Speak clearly and be understood in both a calm voice and a commanding voice - hear and understand verbal conversations and instructions - confer with suspects, victims, witnesses, officers, attorneys, etc. - give verbal assistance/advice/counsel, etc. to victims, offenders, etc. - coordinate and take charge of situations by directing citizens, other officers, or public service personnel, etc. - gather information by interviewing suspicious persons, complainants, witnesses, victims, etc. - conduct public relations activities such as making presentations to community groups, working with public agencies, delivering death and emergency messages.
- B. Mediation - Involves mediating confrontation with hostile or potentially hostile people and mediating inter-personal disputes. Examples - Mediate family and civil disputes - diffuse potentially violent situations - maintain the ability to be flexible in dealing with people and events - control your temper even under considerable provocation and in dangerous and volatile situations - exercise inter-personal sensitivity with all types of people in varying situations - control hostile groups (e.g., bar patrons, etc.).
- C. Using Radio/Telephone - Involves communication devices such as patrol car radio, walkie-talkies, base station radio, telephone, E-9-1-1 system. Examples - Hear and understand communications over a two-way radio - operate radio and/or other electronic equipment - transmit messages over police radios - receive incoming calls from the public - be able to understand and operate all E-9-1-1 equipment related to receiving and dispatching E-9-1-1 calls.

V. WRITTEN COMMUNICATIONS:

- A. Paperwork - Generating, processing and maintenance of written information - Examples - Process custody paperwork - book evidence and personal property.
- B. Reading - Statutes, legal transcripts, reports, memos, training material, etc. Examples - Read and understand written laws and departmental rules, regulations and procedures.
- C. Writing and Diagraming - Forms, citations, reports, and depicting crimes/accident scenes in schematic form. Examples - Write clear and accurate reports - observe, investigate and accurately record/diagram accident and crime scenes - summarize in writing statements of witnesses, complainants, etc. - estimate vehicle speed using physical evidence and mathematical formulas or graphs.

VI. MANAGERIAL/SUPERVISORY DUTIES:

Example of Duties:

- 1. Plans, organizes, manages and reviews all activities in law enforcement and related work as assigned.
- 2. Receives and reviews major crime reports, directs and coordinates investigations of other police activities concerning the more complex criminal cases or law enforcement problems, provides advice and direction as needed, ensures cases are prepared properly for court presentation.
- 3. Assists in the development of departmental goals, objectives, policies and priorities; formulates rules, procedures and standards for assigned divisions and ensures they are maintained.
- 4. Directs programs for suppression of crimes against persons, property, narcotics, juveniles, and other areas of concern.
- 5. Reviews and analyzes current programs, procedures and activities to ensure efficient and effective use of resources and delivery of service, develops recommendations on changes in organization and programs to meet changing operational needs.
- 6. Selects, trains, schedules, supervises and evaluates assigned staff, also directs and advises subordinate supervisors on the supervision of their employees.
- 7. Evaluates the department's training needs, develops, coordinates and directs the department's training programs including training academies, field training, roll-call training, firing range operations, outside classes, seminars and in-house training programs, insures mandated training is accomplished.
- 8. Assists with annual budget proposals for assigned division, monitors resources and expenditures throughout the year.
- 9. Interprets and implements the city's fiscal policies and procedures within the department, coordinates the department's financial operations including payroll and purchasing, prepares grant applications and maintains grant accounts.

10. Develops and maintains divisional records to accomplish assigned functions.
11. Plans, organizes and directs the collection, analysis, utilization and dissemination of criminal intelligence data.
12. Commands major crime investigations or undercover operations.
13. Conducts staff meetings and interprets departmental policies and procedures and informs subordinate staff of changes in the law affecting department operations.
14. Directs the activities of the police services section including property, evidence and records management.
15. May attend City Council meetings and serve as the police department's representative, whenever needed.
16. Reviews and approves reports submitted by subordinates.
17. Assures clear lines of communications are open between the command and the field and that departmental policies, procedures and practices are clearly transmitted.
18. Assumes command of operations in the field in critical situations.
19. Approves subordinate employee time cards and vacation schedules.
20. Maintains associations in professional organizations.
21. Responsible for all CLETS and DOJ audits of records systems.
22. Directs the investigation or conducts the investigation of allegation of misconduct by departmental personnel, gives minor disciplinary actions and effectively recommends major disciplinary action when required.
23. Coordinates the department's employee recruitment and selection process with city investigations and interviews, assists personnel and the Chief of Police in background investigations and interviews, assists personnel and the Chief of Police in making final disqualification and hiring decisions.
24. Conducts studies and prepares technical and administrative reports for the police department (i.e., response to environmental impact reports, Planning Review Committee and any other development projects as required).
25. Coordinates activities of assigned divisions with the work of other divisions, other city departments, other law enforcement and public agencies, represents the department to community groups, city officials, news media and others.
26. May act as the Assistant Coordinator of City Emergency Services and assumes appropriate responsibilities in the City's Emergency Operations Center when needed.