



Town of Moraga

Police Lieutenant

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established:

Revised: **October, 2018**

Employee Group: **Mid-Management**

FLSA Status: **Exempt**

CLASSIFICATION DESCRIPTION

Purpose

The Police Lieutenant manages, supervises and coordinates the activities of an assigned area within the Police Department, coordinates assigned activities with other Town departments and outside agencies; and provides highly complex assistance to the Chief of Police.

Distinguishing Characteristics

This class is distinguished from the Police Sergeant class in there is broader program responsibility and greater authority to act on behalf of the Department. This position forecasts work, determines priorities and plans work schedules; coordinates the implementation of Department policies or other instructions; assigns personnel, equipment and other supplies according to need or direction; has authority to assign overtime, within limits, and initiate justification for overtime not previously authorized; responsible for the status of equipment and materials; checks quality and quantity of work performed by subordinates; conducts confidential investigations; evaluates data and keeps the Chief of Police informed of important occurrences; and schedules and approves leave.

Essential Functions

- Assume management responsibilities for the services and activities of an assigned area of the police department.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

- Communicate effectively, including the ability to organize and present relatively complex material, in a clear, concise and accurate manner.
- Conduct personnel and/or confidential investigations.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and recommend, within department policy and capabilities, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for subordinate staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Ensure that investigations are completed in a timely manner.
- Train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend and/or implement discipline.
- Investigate traffic conditions and review patrol activities; accompany officers, observe their work and, when necessary, take charge of investigations of serious crimes or situations.
- Appear in court to present evidence and testimony in connection with criminal prosecution as required.
- Participate in the development of the Department's annual budget.
- As assigned, research, compile, organize and write reports on a variety of law enforcement matters.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Serve as Acting Chief of Police as assigned.
- Perform related duties and responsibilities as required and/or assigned.

Physical Requirements and Working Conditions

Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and utilize specialize law enforcement tools and equipment, including firearms and handcuffs; and to verbally communicate to exchange information.

May be exposed to dangerous persons, firearms, bodily fluids, hazardous materials and noise. Must maintain physical condition to perform essential duties as specified for peace officers by the California Commission on Peace Officer Standards and Training.

Work is primarily performed in a standard office setting, being reactive to emergency, natural or man-made disaster and routine peace-keeping. Must possess the capacity to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives, choosing an appropriate and reasonable course of action.

Supervision Received and Exercised

Under direction of the Chief of Police, the Police Lieutenant manages an assigned portion

of the Town's police department and exercises direct supervision of safety and non-safety personnel.

Examples Of Duties

- Able to perform all law enforcement duties attributed to Police Officer, Corporal and Sergeant classifications.
- Serve as liaison with other Town departments, outside agencies and community organizations.
- Provide responsible staff assistance to the Chief of Police.
- Assist in developing and managing the Department budget.
- Attend and participate in professional group meetings, stay abreast of new trends and innovations in the law enforcement field.
- Properly interpret and make decisions in accordance with circumstances, laws, regulations and policies.
- Serve as Incident Commander during critical incidents or major investigations.
- Provide direction to other staff members and police officers.
- Establish, maintain and foster cooperative working relationships with others contacted in the course of work.
- Care for and operate related equipment, such as firearms, emergency vehicles and related police emergency equipment.
- Operate computer applications related to the position and duties.
- Supervise, train and evaluate assigned staff.
- Perform related duties and responsibilities as required and/or assigned.

Qualifications/Education/Experience

- Possess a bachelor's degree from an accredited college or university with major work in public administration, management, criminal justice or related field.
- Have six (6) years of law enforcement experience of which at least two (2) years experiences as a police supervisor.
- Possess both a POST Supervisory and a POST Advanced Certificate at the time of appointment. Must obtain a POST Management Certification within two years of appointment.
- Possess a valid California Drivers License at the time of appointment.