



## POLICE LIEUTENANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications 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.*

### **DEFINITION**

Under direction of a Captain or Chief of Police, a Police Lieutenant is directly responsible for the efficient mid-management of a Police Department Division or field activity within the constraints of Departmental policies, procedures and modern policing concepts. The scope of work activity requires an extensive understanding of problem-solving tactics and strategies and an ability to implement such tactics and strategies in accordance with Departmental operating policies. Working conditions may include field and desk work and involve shift work. The position requires the exercise of sound, independent judgment. A Police Lieutenant may manage the work of Police Sergeants, Police Officers, civilian personnel and volunteers and do related work as required.

### **Essential Functions**

- Coordinate, assign, and direct the work of the Police Department on an assigned shift or division. Issue directives, orders and special assignments to subordinates.
- Review and approve reports of preceding shifts noting any special instruction or unusual conditions.
- Manage complex criminal investigations and assist in the preparation of criminal cases for court prosecution.
- Conduct inspections of officers, equipment and department logs and investigate traffic conditions; review patrol activities; accompany officers, observe their work, and when necessary, take charge of preliminary investigations of serious crimes.
- Review logs and reports of individual officers; discuss problem of traffic control, arrests, patrol activities and related subjects with subordinates.
- Report to superior any important crimes or incidents and the performance of personnel on the shift.
- Manage and/ or conduct the interviewing of complainants, witnesses or suspects in criminal and administrative investigations; cooperate in and coordinate investigations with outside law enforcement and other related agencies.
- Instruct subordinates and peers in the techniques of preliminary investigations; observe performance of subordinates; prepare timely and accurate performance evaluations; develop the professional growth of subordinates.
- May be required to speak and present information to the public or community groups; provide direction and information to the public; act as the police department Public Information Officer
- May appear in court and testify when necessary
- May perform general law enforcement work such as investigations, documenting, collecting evidence in criminal or related matters or assisting subordinates in these duties.
- May present information on police related matters to community groups and attend citywide meetings when requested.

### **Knowledge of:**

- Modern law enforcement methods and procedure
- Modern police management and supervision

- Practices of criminal investigation and identification; juvenile welfare
- Traffic control and safety
- Administrative investigations and procedures
- Police records keeping
- Care and custody of persons and property
- Training and communications
- Property and evidence management
- Broad knowledge of constitutional law and criminal law relating to apprehension and investigations of crimes, arrests and criminal prosecution.

**Ability to:**

- Effectively plan and coordinate the work of others
- Gather and analyze facts and draw logical conclusions
- Obtain information through interview and interrogation
- Collaborate effectively
- Prepare concise, accurate and comprehensive reports
- Maintain police records
- Mentor, motivate and support subordinates to greater efforts and improved work methods while inspiring esprit de corps and maintaining positive morale
- Develop, establish and apply goals of the Department
- Interpret and respond to instructions policies and procedures
- Exercise sound judgment, acumen and discretion in decision making
- Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis

**Skills:**

- Drive police vehicles in accordance with the Vehicle Code
- Monitor and operate the police radio in a patrol vehicle while driving in heavy traffic
- Broadcast into a microphone and comprehend police radio communications which are a mixture of English and police code.
- Ability to use safely departmentally-issued firearms and safety equipment
- Ability to use police department computer. Knowledge of department computer systems and records management systems

**Minimum Qualifications for Police Lieutenant**

- **Experience:** Completion of 2 years of service as a Police Sergeant with the City of Burlingame.
  - **Education and Training:** A Bachelor's degree from an accredited college or university.
- Licenses/Certificates: Possession of a valid California Class C driver's license. POST Supervisory Certificate.
- **License and/or Certificates:**
  - **Schedule and Examination/Selection Process**
  - All application materials will be carefully reviewed. Candidates whose experience and training most closely match the City's need will be invited to participate in an oral board/assessment center process tentatively

scheduled for early January. The oral board panels will recommend a small group for a Chief's interview which may occur anytime prior to the conditional employment offer.

- **Method of Communication**

- Primary communication regarding your status relative to this recruitment will be by e-mail. Applicants are solely responsible for monitoring their e-mail communication messages and systems.

Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

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EXEMPT  
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