



CITY OF ALBANY
POSITION DESCRIPTION

POLICE LIEUTENANT

Description:

To manage, supervise and coordinate the activities of an assigned division within the Police Department; to coordinate assigned activities with other divisions and departments; and to provide highly complex assistance to the Chief of Police.

Distinguishing Characteristics:

This class is distinguished from the Police Sergeant class in that there is broader program responsibility and greater authority to act for the department. Positions in this class forecast work, determine priority and plan work schedules; see that department policy or other instructions are implemented; assign personnel, equipment, and supplies according to need; have authority to assign overtime within limits or initiate justification for overtime not previously authorized; are responsible for the status of equipment and materials; check quality and quantity of work performed by subordinates; conduct personnel investigations; evaluate data and keep the Chief of Police informed of important occurrences; and schedule and approve leave.

Supervision Exercised:

Exercises direct supervision of safety and non-safety personnel within the division to which assigned.

Essential and Important Duties:

- * Assume management responsibility for assigned division services and activities including patrol, parking enforcement, crime response, criminal investigations, background investigations, communications, police records management, and reserve police program. Periodic rotation to a different division may occur.
- * Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- * Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within department policy, 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 conducted in a timely and thorough manner.
- * Receive and review written cases and reports from subordinate staff; ensure completeness and accuracy; assign cases for follow up work.
- * Supervise the department's purchasing activities; prepare purchase orders; confer with vendors on cost estimates and product quality.
- * Train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend and/or implement discipline.
- * Conduct personnel investigations.
- * Participate in the development and administration of the assigned division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

- * Serve as the liaison for the assigned division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
- * May serve as staff on a variety of boards, commissions and committees; may prepare and present staff reports and other necessary correspondence.
- * Provide responsible staff assistance to the Chief of Police.
- * 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.

Knowledge, Skills and Abilities:

Knowledge of:

- * Modern police principles, methods, practices, and techniques with particular emphasis in activities of the assigned division.
- * Pertinent federal, state, and local laws and ordinances, particularly with reference to arrest, search and seizure, evidence, and government code.
- * Departmental rules and regulations.
- * Functions and objectives of federal, state, and local law enforcement agencies.
- * Principles and practices of organization, administration, budget and personnel management.
- * Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, record keeping, and care and custody of persons and property.

Skill and Ability to:

- * Plan, organize, and coordinate the work of subordinate staff.
- * Properly interpret and make decisions in accordance with circumstances, laws, regulations, and policies.
- * Deploy and monitor personnel and equipment.
- * Supervise, train, and evaluate assigned staff.
- * Compile, analyze, interpret and apply complex and technical reports and data.
- * Interpret and administer contracts.
- * Prepare and analyze studies and communicate findings of these studies in an understandable manner.
- * Establish and maintain sound police procedures and records.
- * Provide direction to other staff.
- * Listen, understand, retain, follow, and apply verbal and written instructions and directions.
- * Establish, maintain and foster cooperative working relationships with others contacted in the course of work.
- * Express self clearly, concisely, and factually both verbal and written form.

Education and Training Guidelines:

The Civil Service Board has established the qualifications as follows:

1. Be a Sergeant with the Albany Police Department for one (1) year at the time of application; and
2. Possess a POST Intermediate Certificate at the time of application; and
3. Possess a BA or BS degree from an accredited college or university with major course work in police, social science, management, or a related field at the time of appointment.

- OR -

1. Be a member of the Albany Police Department; and
2. Have six (6) years of California law enforcement experience of which at least one (1) year has been served as a Detective, Inspector or Supervisor, and at least two (2) years has been served as a patrol officer with the Albany Police Department; and
3. Possess a POST Advanced Certificate at the time of application; and
4. Possess a BA or BS degree or equivalent from an accredited college or university with major course work in police, social science, management, or related field at the time of appointment.

Special Requirements:

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities and must possess a valid California driver's license.

Positions in this classification may be required to work evenings, nights, weekends, holidays, and work overtime.