



## CITY OF ALBANY POLICE LIEUTENANT

Under general direction, manages, supervises, and coordinates the activities of an assigned division within the Police Department; coordinates assigned activities with other divisions and departments; provides highly responsible and complex assistance to the Chief of Police; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief of Police. Exercises direct supervision of Police Sergeants, Police Officers, dispatchers, and other departmental staff.

### **Class Characteristics**

This class is distinguished from the Police Sergeant in that there is broader program responsibility and greater authority to act for the department. Positions in this class are responsible for performing the full range of work in all of the following areas: forecasting, prioritizing, and planning work schedules, ensuring department policy or other instructions are implemented, assigning personnel, equipment, and supplies according to need, assigning overtime or initiating justification for overtime not previously authorized, maintaining inventory of equipment and materials, ensuring the quality and quantity of work performed by subordinates, conducting personnel investigations, evaluating data and keeping the Chief of Police informed of important occurrences, and scheduling and approving leave.

### **Examples of ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes 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.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for subordinate staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
- Ensures that investigations are conducted in a timely and thorough manner.
- Receives and reviews written cases and reports from subordinate staff; ensures completeness and accuracy; assigns cases for follow up work.
- Supervises the department's purchasing activities; maintains inventory of supplies and equipment; prepares purchase orders; confers with vendors on cost estimates and product quality.
- Trains, motivates, and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; recommends and/or implements discipline.
- Conducts personnel investigations.
- Coordinates and/or manages departmental or City functions and events.
- Participates in the development and administration of the assigned division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

- Serves as the liaison for the assigned division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Serves as staff on a variety of boards, commissions, and committees, as necessary; prepares and presents staff reports and other necessary correspondence, as necessary.
- Provides responsible staff assistance to the Chief of Police.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Serves as acting Chief of Police, as assigned.
- Performs related duties as assigned.

**Knowledge of:**

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles of supervision, training, and performance evaluation.
- Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- Modern police principles, methods, practices, and techniques with particular emphasis in activities of the assigned division.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and applications of public relations, including media relations and information release to the public.
- Principles and practices of data collection and analysis.
- Principles of business letter writing and report preparation.
- Geography of the local area.
- 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.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Oversee and participate in the management of assigned division of the Police Department.
- 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.
- Participate in the development and administration of division goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- 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.
- Interpret and explain City law enforcement policies and procedures.
- Think clearly and act quickly in a variety of situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Interview victims, complainants, witnesses, and suspects.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **Education and Experience**

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

A Bachelor's degree from an accredited college or university with major course work in police, social science, management, or a related field, and one year of experience at the rank of Police Sergeant with the Albany Police Department.

### **Licenses and Certifications**

Valid California Driver's License.

Possession of a POST Intermediate Certificate.

- OR -

Six years of California law enforcement experience of which at least one 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.

### **Licenses and Certifications**

Valid California Driver's License.

Possession of a POST Advanced Certificate.

### **Physical Demands**

Must possess physical condition necessary for sufficient mobility to work in a law enforcement setting, including vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed; walks, sits, stands, and runs on slippery/uneven surfaces for prolonged periods of time; operate a vehicle to travel to various locations; climbs, kneels, balances, crouches, twists, reaches, bends, crawls, and grasps; lifts, carries, pushes, pulls, and drags equipment and other items weighing up to 100 pounds with assistance; restrains or subdues individuals; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; maintain corrected hearing and vision to normal range; verbal

communication to exchange information; occasionally climb and balance; operate a pistol, knife and handcuffs; maintain successful range qualification with assigned weapons; use of office equipment, including computers, telephones, calculators, copiers, and FAX.

**Environmental Elements**

Employees work in an office and reactive emergency, natural, or man-made disaster, and routine peace keeping environments with travel from site to site; noise level in the work environment is usually moderate, but occasionally very loud due to sirens, firearm training, etc.; regularly exposed to outside weather conditions and wet and/or humid conditions; unusual exposure to life threatening situations; continuous contact with staff and the public; may be required to travel outside City boundaries to attend meetings.

**Special Requirements**

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities. Positions in this classification may be required to work evenings, nights, weekends, holidays, and work overtime.