

**City of Grass Valley  
JOB DESCRIPTION**



**Police Lieutenant**

**Department: Police**

**FLSA: Exempt**

**Report To: Police Chief**

**Unit: 1**

**Adopted: 4/6/1996**

**Revised: 05/10/2016**

**SUMMARY OF JOB PURPOSE**

To plan, direct, and supervise police and operational activities and to provide responsible and technical staff assistance to the Department; supervise the associated activities under the administrative direction of the Chief of Police or Police Captain.

**DISTINGUISHING CHARACTERISTICS**

The Grass Valley Police Lieutenant is a member of the management staff. As such, his/her duties include assisting in planning, organizing various programs including, but not limited to, crime prevention, citizen engagement, and community relations. The Lieutenant position is tasked with the daily directing, assisting and controlling of departmental operational activities, as well as other department activities where assigned. Activities include, but are not limited to, the following: regular and directed patrol, traffic enforcement and education, reserve officer program, parking enforcement, education, animal control operations and services, special events, permit review, citizen complaint and investigation, media relations, court liaison, facilities management, crime prevention, crime analysis, and the volunteer program among others.

**SUPERVISION RECEIVED AND EXERCISED**

General and direct supervision is provided by the Chief of Police and/or the Police Captain. Supervisory responsibility entails direct supervision of Police Sergeants and direct and indirect supervision of other department staff.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):**

1. Ability to perform those duties assigned to the rank of Police Sergeant
2. Fulfill administrative responsibilities assigned by the Chief of Police and/or Police Captain.
3. Responsibilities include direct supervision of sworn and non-sworn personnel as assigned.
4. In addition to those duties assigned to lower ranking officers, a Lieutenant must possess knowledge of Department policies, local ordinances, State and Federal laws.
5. Assist in the development and implementation of objectives, policies, and procedures relating to patrol, administrative and investigative activities.

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6. Serve as the operational supervisor of patrol and related field activities; assign, assist, review, supervise, and evaluate the work of all personnel assigned to the patrol and investigative divisions.
7. Analyze and recommend improvements in organizational policies and procedures, staffing, and practices.
8. Conduct staff and community meetings.
9. Identify training needs and recommend specific training requirements of sworn personnel; assist in training coordination.
10. Review crime and other statistical information; identify trends and develop appropriate policies and programs.
11. Review the work of subordinates to insure compliance with Departmental policies and procedures.
12. Assist in administrative responsibilities involving the Department's budgeting, purchasing and personnel functions and conduct special studies of Department functions.
13. Conduct training programs in the various phases of police activities.
14. Conduct internal affairs investigations as assigned; interface with citizens related to service delivery complaints and/or citizen complaints; respond to citizen complaints against officers and procedures; respond to inquiries from citizens and outside agencies. Assist in coordinating police activities with other City departments and divisions, and with outside agencies.
15. May serve as a watch commander or backup on patrol activities.
16. Assist in developing information for the preparation of the department budget requests.
17. In addition to those duties assigned by the Chief of Police or Police Captain, the Lieutenant shall assume those duties assigned to the rank of Sergeant when necessary.
18. Supervise, train, and evaluate assigned staff and provide leadership by example.
19. Perform other duties as assigned.
20. Act as the executive officer of the Department when designated.

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**QUALIFICATIONS**

**Knowledge of:**

1. Contemporary law enforcement principles, practices, techniques and programs.
2. Principles and practices of organization, administration, budget, and personnel management.
3. Rules of evidence, rights of citizens, laws pertaining to search, seizure and arrest and court procedures; pertinent local, State, and Federal rules, regulations, and laws
4. Department rules and regulations.
5. Functions and objectives of Federal, State, and other local law enforcement agencies.
6. Disciplinary action processing, citizen complaint processing, budget expenditure procedures, tactical team supervision, and media liaison.
7. Modern office equipment and applicable computer applications
8. Safe working practices and risk management

**Ability to:**

1. Supervise, train, and evaluate assigned staff.
2. Analyze situations quickly and objectively and determine a proper course of action.
3. Communicate clearly and concisely, both orally and in writing.
4. Properly interpret and make decisions in accordance with laws, regulations, and policies.
5. Recommend improvements in department operation and in the rules, regulations, and policies governing the Department.
6. Coordinate outside agency service requests.
7. On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; and explain and interpret laws and policy.
8. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment Interact with a diverse community and different expectations of police services, show compassion and build consensus in developing approaches to police services.

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9. Develop and implement comprehensive plans to provide effective community based police services; interpret and explain laws as well as department policies and procedures.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
11. Gain cooperation through discussion and persuasion.
12. Interpret and apply Federal, State and local policies, procedures, laws, regulations and Police Department General Orders.
13. Supervise, train and evaluate personnel.
14. Manipulate firearms and emergency vehicles under stressful conditions in a safe and legal manner.
15. Operate and use modern office equipment including computers and applicable software.
16. Establish and maintain effective working relationships with those contacted in the course of work.
17. Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
18. Apply and uphold the Department and City-wide goals.

**EDUCATION, EXPERIENCE AND LICENSES:**

1. Must have six years of responsible experience in law enforcement with a public agency, 1 or more as sergeant or similar supervisory position.
2. Completion of a Bachelor's Degree from an accredited college or university in police science or related field of study.
3. Possession of a POST Advanced Certificate.
4. Completion of a POST certified management course within two years of appointment (or currently possess a valid POST Management Certificate).
5. Must have an acceptable driving record and possess and appropriate and valid California Driver's License.

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**PHYSICAL REQUIREMENTS**

The Lieutenant must be found to be free from any physical, emotional, or mental condition which might affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and surgeon, and the emotional and mental condition shall be evaluated by a licensed psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in the diagnosis and treatment of emotional and mental disorders. The medical examination which includes the psychological examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.

Maintain fitness for duty as established by departmental standards and others as listed above.

**RESIDENCY**

Sworn employees shall live no further than 30 air miles from the City limits. The Chief of Police shall have the discretion to permit sworn employees to live further than 30 air miles from the City limits when, in the Chief's opinion, the officer will be capable of responding in an emergency in a reasonable period of time.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The position is included within the classified service of the City of Grass Valley – an equal opportunity employer.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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