

POLICE LIEUTENANT (RM)DEFINITION

Under direction, provides ethical leadership and direction and performs supervisory and administrative police work to ensure the effective and efficient delivery of police services to the community

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Manages and supervises the activities of a functional section or district of the police department and coordinates its efforts to achieve the city's and the police department's purpose, vision and values. Assigns, supervises, trains and evaluates employees. Coordinates major or difficult investigations and participates in field activities as appropriate. Provides leadership and managerial support at crime scenes, major events and special functions. Coordinates major events associated with police services and provides recommendations for future improvements to policy and services. Assists in the development, implementation and evaluation of organizational policies, procedures and programs, as well as its goals and objectives. Coordinates with other sections of the department to ensure mutual cooperation in achieving goals and objectives. Coordinates with other departments in developing lasting solutions to community and departmental problems. Works closely with local, state and federal agencies in implementing programs aimed at impacting crime and improving the quality of life in Santa Ana. Is responsible for encouraging and guiding employees in the development of comprehensive problem-solving efforts and enforcement strategies aimed at reducing criminal activity and disorder in the community. Supports Total Quality Service principles and projects, and assists employees as individuals and teams throughout the department. Plans and conducts special studies, develops budgets and controls expenditures in line with city fiscal policies. Reviews investigations on a regular basis to ensure proper documentation, quality, timeliness of reports, evidence handling and final case disposition as appropriate. Ensures that departmental resources are utilized effectively and efficiently, and that requests for assistance from citizens are handled as rapidly and effectively as possible. Keeps records; prepares reports and correspondence; presents written or oral recommendations. Keeps abreast of current events and relevant law enforcement issues. Keeps abreast of current technology and is able to apply new technological principles to the delivery of police services. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The employee is primarily responsible, under normal circumstances, for supervising the activities of an assigned police command. The work requires the application of independent judgment, specialized knowledge and ability in interpreting orders and rules, as well as the ability to lead personnel, particularly under emergency conditions. The work is performed in accordance with established departmental regulations, and subject to direction from a ranking officer who reviews the work through observation, inspection and evaluation of reports submitted.

MINIMUM BASIC QUALIFICATIONS

Six years of increasingly responsible sworn, law enforcement experience; possession of a bachelor's degree in Police Science, Criminology, Public Administration or a directly related field from an accredited four year college or university; and possession of the knowledge, skills and abilities listed below.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C driver's license; ability to meet the medical and physical requirements and demands of the position; willingness to work irregular hours and days; overtime, weekends, holidays, variable shifts, evenings and on-call; enforce laws regardless of personal ethics or feelings; and work under adverse or potentially hazardous conditions.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the rules and regulations of the Santa Ana Police Department; pertinent laws and ordinances and modern police methods and procedures; the physical layout of the City and the location of important buildings.

Skill in: the care and use of firearms.

Ability to: understand and execute difficult assignments based upon oral or written directions; assign, instruct and review the work of Police Sergeants and Police Officers; deal courteously but firmly with the public, quickly learn the essential fundamentals and techniques of an assigned specialty; write clear and comprehensive reports.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are highly energetic, creative leaders who possess a thorough knowledge of modern, innovative management and law enforcement theories and combine this knowledge with a versatile management style, which supports employee development and participation. Incumbents work in a team environment to assist in implementing a departmental vision and are articulate advocates of that vision. They are well-rounded individuals who lead by example.

Class title established per Council Resolution No. 58-281,
effective 11-1-58

Revised: 1/94
Reviewed: 01/03
ADA approved: 01/03