



## **CITY OF CALEXICO**

**CLASS TITLE: POLICE LIEUTENANT**

**SALARY: \$6,921 - \$8,413**

**RANGE: G-56**

### **BASIC FUNCTION:**

Under the direction of the Police Chief, plan, organize and direct the operations and activities of an assigned Police Department division to safeguard the lives, property and constitutional rights of local citizens; coordinate and manage the programs of assigned division of the Department to assure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of local and State laws and ordinances; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize and direct the operations and activities of an assigned Police Department division to safeguard the lives, property and constitutional rights of local citizens; assume command of departmental activities in the absence of the Police Chief as assigned.

Coordinate and manage the programs of assigned division of the Department to assure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of local and State laws and ordinances.

Supervise and evaluate the performance of assigned staff; interview and select employees and make transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates; provide proper scheduling and work assignments to assure adequate coverage of division activities; conduct internal affairs investigations as required.

Oversee the enforcement of local and State laws and ordinances; manage investigations and allocate and assign needed resources; conduct or review internal personnel investigations.

Provide technical expertise, information and assistance to the Police Chief regarding assigned Police Department services and activities; participate in the formulation and development of policies, procedures and programs to enhance Department efficiency.

Develop and prepare the annual preliminary budget for the assigned division of the Department; control and authorize expenditures in accordance with established limitations; write grants applicable to law enforcement and monitor related funds; estimate supply, equipment and personnel needs; initiate requisitions and prepare budget requests as appropriate.

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Communicate with administrators, personnel and outside organizations as appropriate regarding crime prevention and law enforcement administration, and resolve sensitive issues and public concerns.

Attend, chair and participate in a variety of meetings, boards and committees; attend civic events and represent the Police Department as directed; provide information to civic groups, news media and others regarding departmental functions and activities.

Oversee the preparation of formal descriptive reports of suspected, or actually harmful or illegal conditions or activities, and of actions taken in response to such conditions or activities, for use by the Department and other public agencies; review reports for accuracy and completeness.

Research, compile, assemble and analyze information related to crime, Officer and Department statistics; prepare reports concerning employee and program efficiency; oversee the maintenance of required documents and records and the preparation of local, State and federally-mandated reports.

Utilize and assure proper maintenance of a variety of specialized equipment such as firearms, police vehicles, radios, batons, handcuffs, flares, pepper sprays, electrical weapons, breath testing equipment and others according to established procedures; maintain proficiency in driving and the use of firearms; utilize a computer to research information and prepare investigative reports.

Communicate with other law enforcement agencies to coordinate efforts and exchange information regarding crimes of mutual interest.

Provide first aid, CPR and rescue services at crime scenes, accidents and other emergency situations.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of operations and activities of an assigned division of the Police Department.

Local and State laws and ordinances.

Principles, practices and procedures used in police work.

Principles and practices of supervision and training.

Operation of a variety of specialized police vehicles and equipment.

Investigation, prevention and intervention methods and strategies.

Practices and procedures of collecting, processing and preserving crime scene evidence.

Rules of evidence and laws of arrest.

Police Department organization, operations, policies and objectives.

Oral and written communication skills.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

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First aid and CPR procedures.  
Budget preparation and control.  
Public speaking techniques.  
Operation of a computer and assigned software.  
Record-keeping and report preparation techniques.

**ABILITY TO:**

Plan, organize and direct the operations and activities of an assigned division of the Police Department to safeguard the lives, property and constitutional rights of local citizens.  
Coordinate and manage the programs of assigned division of the Department to assure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of local and State laws and ordinances.  
Train and supervise the performance of assigned personnel.  
Interpret, apply and enforce the local and State laws and ordinances.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of specialized police vehicles and equipment.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare and maintain comprehensive, detailed, and descriptive reports.  
Participate in budget preparation and control.  
Administer first aid and CPR as necessary.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in criminal justice, public administration or related field and four years experience in law enforcement including three years' experience at the level of Sergeant or equivalent rank.

**LICENSES AND OTHER REQUIREMENTS:**

Valid and appropriate law enforcement certification.  
Successful completion of designated law enforcement academy.  
Valid California driver's license.  
Valid First Aid and CPR certification issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Equivalent to performance of all police duties.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Equivalent to performance of all police duties.  
Speaking to deliver presentations.

**HAZARDS:**

Equivalent to performance of all police duties.  
Frequent contact with dissatisfied or irate individuals.