CITY OF SANTA CRUZ
POLICE LIEUTENANT

Reports to: **Deputy Police Chief**
Supervises: **Police Sergeants, and other non-sworn staff as assigned**
Bargaining Unit: **Police Management**

BASIC FUNCTION

Under direction, manages police personnel and activities in a division, section, or unit. Performs other management assignments as needed; carries out various administrative duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next lower classification of Police Sergeant in that the latter classification is the first level supervisory position within the department.

This classification is distinguished from the next higher classification of Deputy Police Chief in that the latter classification performs responsible administrative and technical work in planning, coordinating, directing and supervising the activities of a major division of the police department.

TYPICAL DUTIES *(May include, but are not limited to those duties listed below.)*

- Plans, organizes, manages, and reviews all activities in law enforcement and related work of the patrol section during an assigned watch.
- Reviews and approves reports submitted by subordinates.
- Plans patrol areas and personnel assignments.
- Supervises subordinate staff; reviews work performed and prepares evaluations.
- Assures clear lines of communications between the command and the field; assures that departmental policies, procedures and practices are clearly transmitted.
- Makes recommendations on changes in operating procedures and policies, and staffing to the Deputy Chief.
- Provides input into and/or prepares the departmental budget.
- Conducts field inspections.
- Plans for crowd control for special events, parades, funerals and holidays.
- Directs the hiring, assigning, training and supervision of school crossing guards.
- Coordinates, schedules and monitors motorcycle equipment maintenance and repair.
- Plans and directs the bicycle safety program, coordinating with local schools.
- May serve as the Police Department representative to various advisory committees.
- Coordinates with the court and District Attorney's office regarding traffic matters.
- Plans, organizes, manages and reviews activities of the Investigation Section.
- Directs a program for suppression of crimes against persons, property, narcotics, juveniles, forgery and worthless documents.
- Monitors case loads and reviews crime reports submitted by subordinates.
- Commands major crime investigations.
- Schedules, supervises, motivates, trains and evaluates subordinate staff.
- Conducts sensitive internal investigations.
- Responsible for equipment assigned to a division, section, or unit.

- Conducts staff meetings and interprets departmental policies and procedures; informs subordinate staff of changes in the law affecting department operations.
- Plans and coordinates activities of the Investigation Section with other sections in the department.
- Conducts minimal background checks of individuals requesting permits for such areas as taxi, entertainment, sound amplification, and others.
- Conducts background investigations on potential employees.
- Conducts or monitors investigations of officers involved in shooting incidents.
- Reviews, directs, conducts or initiates investigations of alleged misconduct by departmental personnel.
- Reviews and prepares policy and procedure orders.
- Prepares staff reports for council which may include resolutions, ordinances and amendments to ordinances.
- Appears in court as necessary in cooperation with the City Attorney for response to pitchess motions.
- May review claims against the Police Department for assessment of investigation needs and validity.
- May carry out a wide variety of general and specific staff assignments and responsibilities including supervision of the Police Reserve program, Training, and Explorer Scout program.
- May prepare daily, weekly and monthly reports dealing with traffic and crime arrests for the City, County and State.

MINIMUM QUALIFICATIONS

Knowledge:

- Current principles, practices and techniques of law enforcement and crime prevention; including patrol, traffic, investigation, juvenile delinquency, support services and other specialized police operations.
- Federal and state laws pertaining to the apprehension, arrest and prosecution of persons.
- Current principles, practices and techniques of police organization, administration, supervision and training.

Skills:

- Write and prepare clear and comprehensive reports on administrative and technical issues.
- Communicate orally to present technical and sensitive information to individuals and groups.
- Analyze and conduct administrative and technical studies, and develop appropriate recommendation for action.
- Organize, coordinate and manage effectively all aspects of a division.

Abilities:

- Plan, organize, supervise and evaluate the work of others.

- Establish and maintain a high level of discipline and morale.
- Plan, organize and conduct comprehensive training programs.
- Interpret, apply and explain technical laws, regulations, policies and procedures.
- Exercise sound judgement in emergency situations.
- Establish and maintain effective working relationships with City staff, public officials, other agencies and the general public.
- Deal tactfully and effectively with a wide range of different individuals and groups from the community.
- Physical health, strength, stamina, and agility to meet the physical demands of police work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree from an accredited college or university in police science, criminology, business or public administration, or a related field and two (2) years of experience as a police sergeant or an equivalent sworn, supervisory level position,

-or-

- Associate of Arts degree in police science, criminology, business or public administration, or a related field and three (3) years of experience as a police sergeant or an equivalent sworn, supervisory level position,

-and-

- Successful completion of the supervisory training course administered by the California Commission on Peace Officer Standards and Training.

LICENSE

- Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

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Career Ladder

- Police Chief
- Deputy Police Chief
- *Police Lieutenant*
- Police Sergeant

- Police Officer