

## **POLICE LIEUTENANT**

### **DEFINITION**

Under direction, plans, organizes and supervises a bureau, a section of a bureau, serves as a District Commander, Field Commander, Watch Commander, or serves in the Office of the Chief of Police and performs law enforcement duties in the protection of life and property.

### **SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from the Chief, Deputy Chief or Captain depending upon assignment. This classification exercises supervision over assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

Police Lieutenant is the first level of management in the police series. This class is distinguished from Police Sergeant in that the latter is the first-line supervisory level in the police series. It is distinguished from Police Captain in that incumbents of the latter are commanders of a bureau or several sections or units. A Police Lieutenant may assume full command responsibility for the operations of a bureau or division in the absence of a Police Captain or a Deputy Chief.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(may include, but not limited to, the following:)*

Manages, assigns, supervises, inspects, reviews, and is responsible for the safety of subordinate personnel.

Enforces departmental rules, regulations and policies and procedures.

Manages and supervises subordinates in police patrol work, traffic control, narcotics, criminal investigations, administrative investigations, crime prevention, youth programs, and other areas as assigned.

Confers with other members of the Police Department, citizens, city officials, representatives of business and industry, and officers from other law enforcement agencies relative to specific police problems, policies and procedures and makes recommendations concerning such problems, policies and procedures.

Manages and coordinates major and/or difficult investigations or specialized police operations.

Develops plans for new or unusual circumstances, emergencies and special events, and makes recommendations for improvements to existing plans and procedures.

Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

(The following are a representative sample of the job related and essential qualifications necessary to perform the duties of the class)

**Knowledge of:**

The rules, regulations, policies and procedures of the Fresno Police Department.

Modern police administrative and management practices including, but not limited to, budgeting, intelligence led policing, community-based policing, problem-oriented policing and developing program objectives and action plans.

Applicable Federal, State, Local and Agency laws, codes, ordinances, rules and regulations.

Physical layout of the city and location of important buildings and structures.

**Ability to:**

Supervise, train, and review the work of Sergeants and other subordinate personnel.

Initiate, administer, manage, and evaluate special police programs and projects.

Communicate effectively with the public, city officials, other law enforcement agencies, and employees to establish and maintain effective working relationships.

Prepare and present staff reports.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Criminology, Business Administration, Public Administration, or related field and permanent status and current appointment as a Police Sergeant with the Fresno Police Department with at least three years of continuous service at that rank. Additional experience at the rank of Sergeant may be substituted for the required education on the basis of six months equals 15 units.

**Special Requirement(s)**

Possession and continued maintenance of a valid California Driver's License is required for the entire term of employment in the job class.

Possess or be eligible to possess a California Peace Officer Standards and Training (P.O.S.T.) Supervisory Certificate.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_

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