



Department:	Police
Bargaining Unit:	HPOA
Salary Range:	Q-63
Last Revision:	September 3, 2013

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## POLICE LIEUTENANT

### **DEFINITION**

Under general direction manages and participates in assigned programs, functions and activities for a bureau, staff function or work shift; administers operations and prepares and evaluates field and staff reports; conducts internal investigations; performs sworn police duties in the prevention of crime and the enforcement of law and order, public safety and the protection of life and performs related work as required.

### **SUPERVISION EXERCISED**

- Receives direction from higher level management staff.
- Exercises direct supervision over sworn and non-sworn personnel.
- Reports to Police Captains and the Police Chief.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** – Responsibilities and duties may include, but are not limited to, the following:

- Plans, coordinates, manages, participates in and evaluates field enforcement and police services work performed by subordinate levels of staff.
- Oversees a bureau, staff function or work shift.
- Briefs staff and communicates policies and instructions.
- Conducts periodic uniform inspections and equipment and vehicle inspections
- Receives complaints and reviews case histories.
- Monitors and evaluates crime trends.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Meets with public groups to discuss pro-active strategies and Police Department programs.
- Establishes goals and objectives and evaluates progress toward reducing criminal offenses.
- Directs or assists subordinate staff in handling difficult cases.
- Participates in employee selection, training, supervision and evaluation and conducts internal investigations.
- Develops, implements and evaluates programs, training plans, rules and procedures and recommends policy changes. Establishes work schedules and determines staffing deployment and appropriate level of response.
- Monitors the budget of assigned areas and tracks and reports on the status of same as needed.
- Operates various computer software programs and media devices to produce a wide variety of reports, correspondence and other data.
- Drives a vehicle on City business.
- Performs work in both field & office environments requiring exceptional physical condition and mental stamina.
- Relieves superior officers and performs lower level sworn officer duties as needed.
- Lifts and moves equipment and other items weighing 50 pounds or less.
- Must be able to work a flexible schedule to accommodate City needs.
- Performs other projects/tasks as assigned.

**Class Characteristics:**

Police Lieutenant is a multi-incumbent sworn Mid-Management level position in the Police Department with specific responsibilities for the functions of a bureau, staff function and/or work shift. Incumbents coordinate assigned operations with other

Managers and provide leadership and direction to Sergeants and other staff. Duties require substantial initiative and judgment over a wide variety of situations.

**Contacts and Relationships:**

A Police Lieutenant establishes and maintains contact with other Police Departments and City staff, other law enforcement personnel and law enforcement representatives, civic and community groups and court officials. Contact occurs with a wide variety of individuals including the public and may include suspects, criminals, victims and witnesses.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

- Excellent English usage, spelling and grammar.
- Police principles and practices.
- Management and leadership theory and effective supervisory principles and techniques.
- Community based policing practices.
- Department organization, policies, practices, procedures, goals and objectives, rules, regulations and equipment.
- Penal code regulations, criminal procedures and the Peace Officer Bill of Rights.
- Contemporary patrol, traffic enforcement, criminal investigation, communications, and police records management theory and practices.
- State and Federal laws and rules related to area assigned including those governing criminal evidence, search and seizure and arrest and custody.
- Loss Prevention, Safety and Hazardous Mitigation principles, practices and techniques as they apply to policing operations.
- Various computer applications related to area assigned.

**AND**

**Ability to:**

- Manage, plan and coordinate the work of staff on an assigned shift or in an assigned bureau.
- Prepare and present accurate and concise management reports.
- Evaluate operational effectiveness and adopt effective courses of action.
- Communicate effectively in English both orally and in writing.
- Make public presentations and meet the public with courtesy and tact.
- Operate a personal computer, use applicable software, and operate various media devices.
- Understand and carry out oral and written instructions independently.
- Use applicable weapons.
- Manage the budget for assigned area(s).
- Establish and maintain effective relationships with those contacted in the course of work and work under strict law enforcement structure.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Exercise self-control and independent and sound judgment in evaluating situations and in emergency/hazardous situations and make quick, effective and reasonable decisions.

**Physical Tasks and Working Conditions Include the Following:**

Work is normally performed in an office environment. Some work occurs on-site when responding to calls/incidents. When responding to occasional calls/incidents there may be full exposure to the elements and an incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance. In an office environment, an incumbent uses a computer, keyboard and related equipment, walks, sits and stands for periods of time.

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An incumbent drives a vehicle on City business and when on-site, may run on slippery/uneven surfaces, climb ladders and stairs, scale walls and fences, walk on ledges, jump down from elevated places and extreme heights, kneel, crouch, twist, reach, bend, crawl in confined spaces and grasp, lift, carry, push, pull and drag equipment and other items weighing up to 50 pounds. Incumbents may occasionally perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapons, administering first aid, and, in an emergency, perform pushing, pulling, dragging and moving suspects and/or others weighing up to 150 pounds.

During the course of some tasks, an incumbent may be exposed to blood, other bodily fluids/products, communicable diseases, extreme noise, grease/oil, a variety of fumes, solvents and chemicals, electrical hazards, vehicular traffic and smoke. Incumbents must be able to meet all physical requirements as defined for the position of Police Officer and have the mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels required for the performance of all required duties.

**Mandatory Education and Experience Requirements Include:**

**Education:**

Associate of Arts Degree from an accredited college or university in a related field or sixty (60) semester units with an emphasis on Public Safety and eligibility for a Commission on Peace Officer Standards and Training (POST) Supervisory Certificate.

**AND**

**Experience:**

Eight years of experience as a full-time Peace Officer, to include two years of full-time experience as a Sworn Law Enforcement Supervisor.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of, or the ability to obtain within one year, both a P.O.S.T. Advanced Certificate and Supervisory Certificate at the time of appointment is a mandatory requirement.

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**Bargaining Unit:**

Hollister Police Officers Association

**Effective Date:** September 3, 2013