

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:** POLICE LIEUTENANT

**DEPARTMENT:** POLICE

**BASIC FUNCTION:**

Under general direction, to perform responsible supervisory and technical police work in planning and supervising major programs and activities of the department as assigned; and to do other related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Lieutenants are assigned to be the watch commander for each shift in field operations or be the commander of the investigations division.

**KEY RESPONSIBILITIES:**

Plan, direct, supervise and participate in the activities of patrol, traffic safety, investigation, community relations, and other services on an assigned basis,

Provide overall technical and administrative direction and supervision to personnel or an assigned staff,

Manage employees through other supervisors; set goals and objectives; select, train, motivate staff; assess performance and make salary recommendations; review the work of subordinates to ensure compliance with departmental policies and procedures,

Assist with administrative responsibilities involving the department's budgeting, purchasing and personnel functions. Conduct special studies of department functions.

Receive complaints or reports of emergencies and determine need for police action; conduct confidential internal and administrative investigations as assigned;

Conduct training programs in the various phases of police activities.

Coordinate police activities with other City departments and divisions, and with outside agencies, e.g., liaisons with regional task forces.

Serve as acting Police Captain as required.

Perform other related duties as assigned.

## **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:**

Principles and practices of organization, administration, budget and personnel management.

Modern police practices, methods and techniques.

Pertinent federal, state and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure and evidence.

Departmental rules and regulations.

Functions and objectives of federal, state and other local law enforcement agencies.

Principles and practices of supervision and training.

### **Ability to:**

Supervise, train and evaluate assigned staff.

Analyze situations quickly and objectively and determine proper course of action.

Interpret and apply laws and regulations.

Observe accurately and remember names, faces, numbers, incidents and places.

Obtain information through interview and interrogation.

Recommend improvements in departmental operation and in the rules, regulations and policies governing the department.

Use and care of firearms.

Think and act quickly in emergencies, and judge situations and people accurately.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Understand and carry out oral and written directions.

Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of departmental personnel and in dealing with City officials, outside agencies, the public and the press.

Work well under pressure to meet deadlines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background may include:

Equivalent to completion of a Bachelors' degree majoring in law enforcement or related discipline, and six years of law enforcement experience as a sworn Police Officer beyond the probationary period, including four years of patrol operations experience with a California law enforcement agency and two years at a supervisory level.

**SPECIAL REQUIREMENTS:**

Advanced Peace Officer Standards and Training (POST) Certificate, and a Supervisory Certificate (POST).

Must meet the standards established for peace officers as defined by California Government Code Section 1031.

Possession of a valid California Drivers' License.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple,

concurrent tasks; work under intensive deadlines; and interact with the public, staff and others encountered in the course of work.

Depending on the assignment, the physical and mental requirements and environment may vary. Refer to the task analysis of the essential duties for more specific physical and mental requirements related to individual assignments.

DATE APPROVED: June 1999

**Management**

**Salary Schedule**

**Management Salary**

**Benefits**

**City of Carlsbad Management Benefits**