



JOB DESCRIPTION

Police Lieutenant

Date Prepared: March 2014

Job Class: 4020

SUMMARY: Under general supervision, directs the activities of Vernon Police Department (VPD) Patrol or Services Division; directs and deploys staff, develops goals and priorities, manages special projects and enforcement strategies, conducts research, compiles and analyzes operational statistics, and assures effective management of operational, enforcement, and investigative issues.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs duties of senior manager of VPD; manages personnel and activities of assigned division; consults with and advises VPD personnel on performance and operational issues.
- Manages sworn Officers to protect and preserve the rights of the people, enforce laws, preserve peace, solve problems, and provide for a safe residential and business environment through community policing
- Exercises independent judgment within broad policy guidelines; evaluates operational issues, reviews trends, develops solutions, and identifies corrective strategies; meets regularly with staff to discuss and resolve priorities, special assignments, problems, quality standards, and technical issues.
- Manages, schedules, and deploys Officers; assigns and reviews work, and evaluates the performance of assigned staff and operational functions; manages, trains, motivates, and disciplines staff; monitors call responses and investigations, reviews and approves detailed reports and required paperwork.
- Assures that VPD staff are properly trained and equipped, are held accountable for duties and responsibilities assigned, and comply with City and VPD policies and procedures; investigates and resolves administrative, inter-agency, and operational issues.
- Responds to major incidents and accidents, and takes command when appropriate; coordinates VPD response to a variety of critical situations; directs coordination with federal, state, and local law enforcement agencies, City departments, and emergency services agencies.
- Manages critical incidents, emergency response, and criminal investigations; evaluates operations to assess and assign priorities and resources; manages community relations issues, and resolves concerns.
- Interprets, evaluates, and analyzes operational data; reviews and approves status and summary reports; prepares reports and recommendations; assists in developing budget and managing expenditures.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Maintains the integrity, professionalism, values, and goals of the Vernon Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND six years of professional law enforcement experience, including two years of experience as a Sergeant.

Knowledge of:

- City and VPD policies and procedures.
- City, county, state, and federal civil and criminal laws, regulations, codes, and ordinances.
- Duties, powers, authorities, and limitations of a Police Officer.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment in tactical and emergency situations.
- Principles and practices of modern crime suppression and prevention.
- California criminal justice and court systems, and the principles of criminal justice records management.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Modern law enforcement management principles, practices, and trends.
- Investigative and interrogative procedures, and protocols for observation of critical details.
- Local community issues and regional community resources available to citizens.

Skill in:

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Managing and leading staff, and delegating tasks and authority.
- Assuming incident command responsibilities, and coordinating activities under emergency conditions.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Researching complex law enforcement issues, and preparing and presenting reports.
- Interpreting and explaining policies and procedures.
- Analyzing and resolving operational issues, using modern management and business principles.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- The care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Investigating crime scenes, and recognizing evidence and causes of crime, death, and accidents.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other regional agencies.
- Operating a personal computer utilizing a variety of standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Must maintain Peace Officer certification with the California Commission on Peace Officer Standards and Training (POST); CA POST Advanced and Supervisory Certificate is also required within the first year of appointment. Additional technical training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and in the field to lead investigations and command tactical situations. Must maintain a level of physical fitness to meet VPD standards.