



POLICE LIEUTENANT

Salary Range: Executive (exempt)

DEFINITION

Under administrative direction, plan, manage, supervise, and coordinate the activities of the Mammoth Lakes Police Department; act as Watch Commander on assigned shifts; coordinate assigned activities with other departments and outside agencies; and provide highly complex and responsible staff assistance to the Chief of Police, and in the absence of the Chief of Police, to the Town Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Chief of Police.

Exercises direct supervision over assigned sworn and non-sworn department personnel and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Assume management responsibility for assigned services and activities of the Mammoth Lakes Police Department.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the department; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.
- Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures of assigned staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; ensure safe work practices, quality, and accuracy; meet with staff to identify and resolve problems.
- Coordinate the selection, orientation, training, and evaluation programs for department personnel; identify and resolve staff deficiencies; initiate discipline procedures; serve as a liaison between the Police Department and the Human Resources Department on all personnel matters.

- Coordinate the department's personnel administration activities including, training activities; shift assignment, and vacation, sick leave, and overtime records.
- Participate in the development and administration of the department's annual budget; monitor and approve expenditures.
- Supervise, review, and participate in the preparation of reports and other written material and in the maintenance of departmental records; inspect departmental equipment and ensure deficiencies are corrected.
- Respond to inquiries and requests for information; assist in the hearing of citizen complaints; conduct and oversee sensitive and complex internal and external investigations.
- Respond to incidents and ensure that all personnel are following protocol; assume command of incidents as needed.
- Represent the department and coordinate police activities with other law enforcement services and agencies, other Town departments, civic groups, and the public.
- Provide highly responsible staff assistance to the Chief of Police and other Department Heads; develop and prepare Town ordinances pertaining to law enforcement services and activities; prepare and present staff reports and other necessary correspondence.
- Participate in community relations including public, media, and press relations.
- Coordinate the department Field Training Officer Program.
- Manage and oversee special projects as assigned.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement; incorporate new developments as appropriate.
- Assume command of the department in the absence of the Chief of Police.
- Perform related duties as assigned.
- Be present and available for work.

QUALIFICATIONS

Knowledge of:

- Operations, services, activities, functions, and objectives of a comprehensive municipal law enforcement operation.
- Principles and practices of law enforcement administration, organization, and management.
- Pertinent federal, state, and local laws, codes, and regulations; recent court decisions and how they affect department operations.

- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
- Departmental rules and regulations.
- Principles of supervision, training, and performance evaluation.
- Care, maintenance, and operation of firearms and other modern Police equipment.
- Methods and techniques of public relations.
- State and federal grants.
- Principles and practices of municipal budget preparation and administration.
- Principles of law enforcement information systems.
- Modern office practices, procedures, methods, and equipment.
- Occupational hazards and standard safety practices.

Ability to:

- Oversee and participate in the management of a comprehensive law enforcement program.
- Oversee, direct, and coordinate the work of lower level staff; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Meet the physical requirements established by the department.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply administrative and departmental policies, and state and federal laws and regulations.
- Understand and carry out written and oral directions and provide similar directions to assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.

- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Work flexible hours including nights, weekends, and holidays.
- Provide a positive image of the Town of Mammoth Lakes.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a bachelor's degree from an accredited college with major course work in police science, criminal justice, public or business administration, or a related field is preferred.

Experience:

Six years of increasingly responsible law enforcement experience in all major phases of police work including at least two years of administrative and supervisory experience at a level comparable to Police Sergeant.

Licenses:

- Possession of a California P.O.S.T. Supervisory Certificate or equivalent certification from another state with ability to obtain a Basic Course Waiver.
- Possession of, or ability to obtain within the state required timeframe, an appropriate, valid California driver license.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun, and other weapons (i.e. Tasers, chemical weapons) as required, side handle baton, handcuffs, Breathalyzer, cellular phone, video cameras, first aid equipment, live scan finger print equipment, personal computer including word processing software, and other standard office equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to grasp, squeeze, or feel in order to operate or manipulate objects such as guns. This will frequently involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell for up to ten hours a day. The employee is frequently required to sit, climb ladders/stairs, balance, stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required. Frequent walking on even and uneven surfaces is required.

The employee is required to frequently lift and/or pull or push up to 50 pounds, occasionally lift and/or pull or push up to 200 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using industry standard and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to maintain work pace, relate to others, advise, counsel, influence, lead, train or give instruction, supervise employees and work independently as well as in group activities. Employee is expected to regularly interact with the public in a variety of situations.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works at high altitudes, in outside weather conditions, which may include extreme cold, windy, rain, snow and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The employee will spend substantial time in a police vehicle and will be required to work in crowded conditions on occasions

The noise level in the work environment is usually moderate.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position

if the work is similar, related or a logical assignment to the position. The Town may revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.