

CITY OF MILPITAS  
Police Lieutenant (Continued)

CITY OF MILPITAS  
EFFECTIVE: June 1985  
REVISED: AUGUST 2018  
EEOC: Protective Services  
FLSA: Nonexempt  
UNIT: MPOA/Law  
Enforcement  
PHYSICAL: 3

**POLICE LIEUTENANT**

**DEFINITION**

To perform responsible supervisory, administrative, and technical work for the Police Department; to serve as Patrol Watch Commander, Traffic Safety or Investigation Section Manager to provide highly responsible and technical staff assistance.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction and supervision from a Police Captain.
- Exercises direct supervision over sworn and non-sworn personnel.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

As a watch commander, plan, direct, and supervise the activities of patrol, records and other technical personnel on an assigned shift.

As a Traffic Safety or Investigation manager, direct and supervise traffic officers and or investigators.

Receive complaints or reports of emergencies and determine need for police action.

Review the work of subordinates to insure compliance with departmental policies and procedures.

Provide overall technical and administrative direction to personnel on an assigned staff.

Plan, assign, supervise, evaluate, and participate in the activities of the Traffic Safety or Investigation Section; personally perform the most difficult and complex investigation work.

Assist in developing and conducting training programs in the various phases of police activities.

Assist in coordinating police activities with other City departments and divisions, and with outside agencies.

Respond to citizen complaints and requests for information.

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Review reports and written materials for completeness, accuracy, neatness, grammar, spelling and format.

Prepare miscellaneous staff reports and conduct investigations of employee misconduct as required.

Conduct roll call briefings, assign personnel to beat assignments, conduct inspections, and direct special assignments, etc.

Monitor problem areas in patrol and devise solutions including special assignments and modifying deployment.

Prepare performance evaluations on subordinates; prepare and administer written reprimands, initiate commendations and prepare training reviews as required.

Evaluate and approve requests for employee leave, overtime requests and schedule changes.

Respond to and provide necessary coordination and direction at scenes or major field incidents.

Assist Division Captain with preparation and administration of the budget.

Provide necessary station security monitoring ingress and egress of unauthorized persons in security areas.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of Police organization and personnel management.
- Modern police practices, techniques, and methods including patrol, investigation, crime prevention and traffic control.
- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, traffic, and evidence.
- Departmental rules and regulations.
- Recent court decisions and how they affect department operations.
- Understands the functions and objectives of Federal, State, and other local law enforcement agencies.
- How to supervise, train, and evaluate assigned staff.
- Gather, assemble, analyze and evaluate facts and evidence to draw logical conclusions and to make proper recommendations.
- Obtain information through interview and interrogation.

### **Ability to:**

- Analyze situations quickly and objectively and determine proper course of action.
- Use and care for firearms.
- Communicate clearly and concisely, orally and in writing.

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- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Recommend improvements in departmental operation and in the rules, regulations, and policies governing the Department.
- Establish and maintain cooperative working relationships with public officials, departmental employees, and the general public.
- Successfully complete P.O.S.T. and departmental training requirements.

**EXPERIENCE AND EDUCATION**

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

**Experience:**

Two years of experience at the rank of Police Sergeant in the City of Milpitas.

**Education:**

Equivalent to completion of a Bachelor's degree from an accredited college or university with 120 semester units divided equally between lower and upper division OR must have completed two (2) years of lower division work and required to earn a Bachelor's degree within three (3) years of appointment.

**LICENSE AND CERTIFICATES**


- Possession of or ability to obtain and maintain an appropriate, valid California Driver's License and P.O.S.T, certificate.

**SPECIAL REQUIREMENTS:**


*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; use of a computer; able to travel to various locations within and outside the City of Milpitas. The Lieutenant must maintain the training and certification requirements of P.O.S.T. and the department and be able to perform the basic duties and responsibilities of a City of Milpitas Police Officer.

Approved by:

  
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City Manager

8/7/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resources Director

8/7/2018  
\_\_\_\_\_  
Date