



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE LIEUTENANT
Classification Specification
(Classified)

DEFINITION

Under the general supervision of a Police Captain, performs a variety of routine and complex public safety work activities, including but not limited to, the supervision of police patrol, investigations, traffic, and other related law enforcement activities.

SUPERVISION RECEIVED

The Police Lieutenant receives direction from a Police Captain, or the Chief of Police depending on assignment. Exercises direct and indirect supervision over Police Sergeants, Police Officers and civilian Police Department support services staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Lieutenant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Performs mid-management level administrative police work for an assigned division.
- Responsible for uniformed traffic patrols, directs and supervises the deployment of officers and equipment to achieve maximum efficiency in maintaining residential, commercial, and industrial traffic patrol.
- Confers with subordinate supervisors regarding special assignments, performance of personnel, law enforcement problems, officer training, citizen complaints, and other operational issues.
- Monitors morale, personnel problems and complaints, and evaluates the performance of subordinates.
- Prepares and compiles reports related to assigned divisions.
- Performs specialized work in law enforcement, investigations, communications, traffic, training, community relations, and related police assignments.
- Conducts briefing sessions; ensures compliance with and disseminates information regarding departmental policy and procedures.
- Assists in the training of recruit police officers and Sergeants.
- Assists in the conduct of officer training to ensure that the staff maintains law enforcement knowledge and skills.
- Reviews and evaluates work methods and procedures for improving organizational performance; directs, trains, assists, supervises and inspects the work of

employees assigned to various units/divisions, including investigation, juvenile, communications, canine, traffic, records and jail activities.

- Assists in the preparation of the departmental budget for an assigned division.
- Manages, supervises and participates in the preparation, development and evaluation of studies and reports related to police support services and activities.
- Responds to difficult inquiries and complaints; represents the Department with other law enforcement services and allied agencies, other City departments, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- May be assigned to manage and supervise the City's jail and ensure appropriate care of prisoners.
- May assist the Police Chief with completion of special projects and assignments.
- Performs other related work as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education, Training and Experience

- Bachelor's degree from an accredited university in Criminal Justice or related field; **and**
- Eight (8) years of sworn police experience with the City of Hawthorne.
- Must currently hold the rank of Police Sergeant with the City of Hawthorne and have held the position for the past three (3) years at the time the application is filed; **and**
- Possession of an Intermediate POST certificate.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of modern police administration.
- Knowledge of causes, prevention and control of delinquency.
- Knowledge of rules of evidence, rights of citizens and prisoners, and laws pertaining to search, seizure and arrest.
- Knowledge of traffic enforcement and education.
- Knowledge of court procedures.
- Knowledge of patrol methods, criminal investigation and identification techniques.
- Knowledge of the physical layout and composition of the City.
- Knowledge of the principles and practices of effective supervision.
- Ability to implement and evaluate programs.
- Ability to prepare accurate and comprehensive statistical reports.
- Ability to supervise, motivate and evaluate staff.
- Ability to conduct research and prepare clear and concise reports.
- Ability to understand, apply and follow regulations, procedures and guidelines.
- Ability to work under pressure, handle day-to-day operational problems and tasks

that arise simultaneously and/or unexpectedly.

- Ability to communicate effectively orally and in writing.
- Ability to deal tactfully with the public in handling difficult and sensitive police issues.
- Ability to maintain cordial and respected relationships with all members of the Hawthorne community.

License

A valid California motor vehicle operator's license is required.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties for this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to handle and operate objects, controls and equipment. Will occasionally use arms, legs, and back to reach, climb, crouch, crawl, lift and/or move more than 75 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally work in outside weather and environmental conditions and will occasionally participate in field activities consistent with the duties of a police officer.