

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 4020
Approved by C.S.B.
October 2, 2024

POLICE LIEUTENANT

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DEFINITION

Under general direction, commands assigned law enforcement divisions or units and assists in the administration of the Police Department; performs other related work as required.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Plans, supervises, and coordinates activities of assigned Police Department divisions or units.
2. Participates in continuous review of police services and the development and implementation of goals, plans, programs and policies in support of the mission of the Police Department.
3. Supervises, schedules and monitors the work of assigned staff in preserving order, protecting life and property and enforcing laws and municipal ordinances; coordinates work with other departmental units and divisions, and other City departments.
4. Promotes community-based policing programs and supports the Department's strong commitment to ethical police practices.
5. Serves as liaison to and works with other law enforcement agencies, City departments and various community members and groups.
6. Conducts inspections.
7. Investigates and takes appropriate action on complaints and personnel problems.
8. Confers with and advises City officials and other public and civic agencies on law enforcement problems and issues.
9. Maintains records, compiles data, conducts investigations and studies, prepares reports and summaries, and makes presentations.
10. Acts for superior officers as required or directed.
11. Participates in budget planning, preparation and control.
12. Supervises, trains and evaluates assigned staff.

Other Duties

13. Performs related work as required.

WORKING CONDITIONS

- Indoor office or station environment, and outdoor environment while performing fieldwork.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, and vibration.
- Travel by City vehicle within City limits to City work sites, locations, and meetings to conduct work.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software. Can be loud noises in an emergency or field situation.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard, standard office equipment, police vehicle, handgun, baton, Taser, and other police equipment, tools, or weapons.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sitting or standing for extended periods of time.
- Reach with hands and arms; climb or balance; run, stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Fieldwork may involve mobility on uneven terrain, and climbing, scaling, or descending structures to access crime scenes and to identify problems or hazards.
- Hearing and speaking to exchange information, and communicate in person, by telephone, and/or radio.

EMPLOYMENT STANDARDS

Education/Experience

Graduation from an accredited four year college or university with major course work in law enforcement, public administration, business administration or a related field.

AND

Advanced POST Certification.

AND

12 months experience as a Police Sergeant with the City of Alameda at the time of appointment, including probation and acting time.

OR

Advanced POST Certification.

AND

15 years total law enforcement experience including 15 months experience as a Police Sergeant with the City of Alameda at the time of appointment, including probation and acting time.

Possession of a Bachelor's Degree from an accredited college or university is desirable.

Knowledge

Knowledge of principles and practices of modern municipal police administration and technology; modern police administration, including principles, problems and techniques of criminal investigation and interrogation, patrol administration, traffic supervision, crime prevention, juvenile delinquency control, and prevention and control of disorders; laws and court decisions governing rights of individuals, custody of persons, search and seizure, and the rules of evidence; personnel practices and procedures; record keeping and reporting requirements and procedures; functions of other City departments and county, state and federal law enforcement agencies; and rules, regulations, general orders, goals and mission of the Alameda Police Department; safe work practices and procedures.

Ability

Ability to effectively and efficiently assist in the administration of the Police Department; plan, organize, coordinate and direct activities of assigned divisions or units; participate in the development and implementation of goals, objectives, policies, procedures, work standards and internal controls in support of the mission of the Police Department and the development and maintenance of positive and active relationships between the community and the Police Department; plan, supervise and coordinate the work as assigned staff; demonstrate effective leadership; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret, apply, enforce federal, state, and local laws, regulations and court decisions; interpret, apply and explain rules, laws, regulation, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgement; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare and present concise, comprehensive reports and orders; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgement; develop and administer assigned budgets; and

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NCW: Human Resources Department

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establish and maintain effective working relationships with employees, public officials, other agencies, and the general public.

Ability to maintain physical and mental condition appropriate to perform assigned duties and responsibilities.

Ability to maintain effective audio and visual discrimination and perception needed to perform assigned duties.

Ability to effectively deal with, direct and perform work activities under potentially dangerous situations.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Willingness and/or ability to work variable shifts, weekends, holidays, irregular days and hours overtime and on call; and wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous condition; attend meetings and training sessions as required; travel locally and out-of-the-area on special assignment and to attend meetings and classes; and observe department standards and image.