CITY OF CHINO

Lieutenant

Definition:

Supervises assigned areas in the City of Chino Police Department and performs related work.

Class Characteristics:

May serve as a Watch Commander, Bureau Commander, or in the Office of Professional Standards.

Essential Job Duties:

- Directs activities of assigned bureaus, shifts, and units; prepares work schedules; confers with subordinate supervisors regarding special assignments, providing direction as needed; participates in law enforcement activities; ensures actions of staff are carried out in accordance with the law and pertinent ordinances, regulations, and policies. Completes special projects that may include research, compiling statistics; and preparing related reports.
- Serves as a liaison to the public, responding to questions and resolving complaints; coordinates law enforcement activities with other agencies; and, when designated, represents the Department on committees and at community events.
- Reviews reports; analyzes levels of criminal activity; and, strategically assigns Police coverage of the City.
- Develops and participates in training of sworn personnel to ensure their proficiency in enforcement of the law; may prepare, or direct the preparation of, training and instructional materials.
- Participates in the development of goals and objectives; and monitors sections of the Department's budget tied to assigned areas of responsibility.
- Reviews and evaluates employee performance; recommends disciplinary action when needed and serves as Acting Captain when assigned.
- Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Performs all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position.

Education and Experience:

- High School Diploma or equivalent. (required).
- College level course work in police science or a related field (desirable).

- Two years experience as a Sergeant in a California law enforcement agency (required).
- Performance Evaluation with an overall minimum rating of “Exceeds Expectations” for the last year (required).
- California Driver License and a satisfactory driving record (required).
- Possession of P.O.S.T. Advanced Certificate (required).
- Possession of P.O.S.T. Supervisory Certificate (required).
- Work rotating shifts including weekdays, weekends, evenings, and holidays (required).

Knowledge/Skills:

- Law enforcement principles, practices, and techniques.
- Crime, prevention, and control of delinquency.
- Traffic enforcement and education.
- Rules of evidence, rights of citizens and prisoners.
- Laws pertaining to search, seizure, arrest, and court procedures.
- Public relations.
- Interagency communication and mutual aid practices.
- Police administration practices.
- Patrol methods, criminal investigation and identification techniques.
- Physical layout and composition of the City, including special law enforcement problems.
- Vehicle and Penal Codes.
- City rules and procedures.
- Effective and impartial supervision techniques.
- Communicate clearly and concisely, both verbally and in writing.
- Produce completed staff work within established deadlines.
- Maintain positive relationships with the community at-large, the City Council, public officials and other City employees.
- Respond to emergency and problem situations effectively.
- Understand, support, and explain policies and procedures.
- Handle challenging situations to the point of resolution.
- Demonstrate sound management practices.
- Constructively mediate conflict.
- Produce completed staff work.
- Maintain confidentiality.

Physical Profile:
Category IV; 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 15, 18, 19, 20, 22.

Employee Unit:
Chino Police Management Association

Revised: 1/21/09