



CITY OF CHINO

Lieutenant

Definition:

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

Class Characteristics:

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

Essential Functions:

- 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.
- Maintains prompt and regular attendance.
- Performs all duties within the context of the City's Mission Statement and Organizational Values and Police Department Leadership Traits.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties is qualifying. A typical example includes:

Knowledge of:

- 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.

Ability to:

- Understand and support the Department's Intelligence Led Policing efforts.
- Maintain confidentiality.
- Produce completed staff work.
- 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.
- Communicate clearly and concisely, both verbally and in writing.
- Produce completed staff work within established deadlines.

Education:

- High School Diploma or G.E.D. (required).
- College level course work in police science or a related field (desirable).
- Associate degree in police science or a related field (desirable).

Experience:

- Two years' experience as a Sergeant in a California law enforcement agency (required).

Licenses/Certifications:

- Possession of P.O.S.T. Advanced Certificate (required).
- Possession of P.O.S.T. Supervisory Certificate (required).

Training/Safety Requirements:

- Job specific training will be provided according to class specification during work hours.

Special Requirements:

- “Exceeds Standards” or better rating on most current job performance evaluation (required).
- Available to work rotating shifts including weekdays, weekends, evenings, and holidays (required).
- Possess a valid California Driver’s License and a satisfactory driving record.

Physical Profile:

Category IV – Public Safety: Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to ensure the ability to carry out this responsibility.

Characteristics: Positions in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical harm and danger. The positions typically included in this category are peace officers and firefighters, whose every day duties place high priority and demands on top physical fitness and agility.

Physical Requirements

- Moderate Lifting: Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.
- Heavy Lifting: Lifting over 50 lbs., with frequent lifting, pushing, and/or carrying of objects weighing over 25 lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles, and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day).
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day).
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day).
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Color Vision: Ability to identify and distinguish colors.
- Distant Vision (Excellent): Without correction, vision not less than 20/40 in each eye, which must correct to 20/20 in one eye and not less than 20/25 in the other eye.

- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Fumes: Potential inhalation or contact with smoke, vapors, dust, or gases.
- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery, or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.
- Heights: Ability to work on surfaces above 20 feet.

Details:

Department/Division: Police
Reports To: Captain

Possible Career Advancement Opportunities:

From: Lieutenant
To: Captain

Employee Unit:

Chino Police Management Association (CPMA)

Revised: 03/29/21.

Replacing Lieutenant classification specification dated 01/21/09.