

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**POLICE LIEUTENANT**

Civil Service Status	Competitive
Probationary Period	Promo–6mos/Competitive–12mos
Classification Series:	Police-Sworn
FLSA Status:	Non-Exempt

Bargaining Unit: Police Management Association
Approved by City Council : December 7, 2009
Resolution No.: 2009-129

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction and supervision of the division commander, this police management position has charge of and is responsible for the law enforcement activities of an assigned patrol watch or investigational unit or detail. Perform related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Perform same or similar duties as required to be performed by a Police Sergeant;
- Assume responsibility for all employees and equipment during an assigned shift;
- Trains, instructs, and advises police officers, senior police officers, police sergeants and non-sworn employees in police work and law enforcement duties;
- Supervises the maintenance of the station’s radio;
- Interrogates and supervises interrogation of prisoners;
- Assumes responsibility for the police jail and its functioning;
- Interviews the public and determines the action to be taken;
- Supervises the receipt, booking, and custody of prisoners, including the booking of evidence and prisoners’ property;
- Receives crime reports and such other reports that are filed during his watch; approves, corrects and files those reports;
- Compiles reports, and submits reports to superior officers’ receives and receipts bail, bail bonds, and payment of warrants;
- Complies with orders sent down through the chain of command and carries out such other duties as may be delegated by superior officers;
- Assumes responsibility for ensuring the duties of position, that they are performed in a safe, and efficient manner;
- Performs related duties as required or as the situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Proper and effective methods of deploying and utilizing police employees, both sworn and non-sworn employees in actual and anticipated emergencies;

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- The Penal Code, Vehicle Code, and the Welfare and Institutions Code of the State of California, as well as City ordinances, and of criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators;
- Police policies practices and procedures;
- Effective police administration of accepted practices and procedures of police science.

#### **Skills:**

- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;
- Meet the minimum Police Department standards firearm proficiency.

#### **Ability to:**

- Analyze and interpret criminal evidence;
- Train, instruct and advise subordinate employees in all phases of law enforcement and police procedures;
- Write clear, precise, legible, and accurate reports;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Effectively handle stressful situations;
- Establish smooth working relationship and resolve interpersonal conflicts;
- Understand and interpret provisions of the Municipal Code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Handle confidential information with discretion;
- Work overtime as requested;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;

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- Initiate and accomplish work in a timely manner;
- Assume responsibility for maintaining a safe working environment;
- Assume responsibility for providing effective customer service;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification by the end of the probationary period.

**Education and Experience Guidelines** – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training/Experience:**

Possess a P.O.S.T. Advanced Certificate and sixty (60) accredited college/university units; and, at least eight (8) years of increasingly responsible law enforcement experience, two (2) years of which has been served as Huntington Park Police Sergeant at the time of application.

**License:**

- A valid California Class C Driver's License and a satisfactory driving record.

**Special Requirements:**

- Must pass a Police Departments background check;
- Requires wearing uniforms.

**Physical Requirements:**

- Must meet approved pre-placement, physical and medical standards for this position.

**Bilingual Pay:**

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.