

EAST BAY REGIONAL PARK DISTRICT

POLICE LIEUTENANT

GENERAL FUNCTION

Lieutenants rotate among the Public Safety Department's two major divisions: the Field Operations Division, and Administrative Services Division, as directed by the Chief of Police; and, under direction, organize, implement, and control their activities. The Field Operations Division consists of the Patrol Unit; the Special Enforcement Unit (including Marine, Special Enforcement, and Equestrian Officers), the Joint Powers Agreement with EBMUD, the Detective Unit, Canine Unit, SWAT, Air Support Unit, Property and Evidence Functions, and the Public Safety Volunteer Coordinator. The Administrative Services Division consists of the Communication Center, CAD/RMS, Records, and Telecommunications, Budget oversight, Fleet, and both the Personnel and Training Unit, and the Professional Standards Unit which oversees the administration of the CALEA accreditation program.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to: Supervises staff in support of the division; provides for orderly staffing in the division in such areas as selection, assignment, training, evaluation, counseling, promotion, transfer, safety and discipline; maintains current knowledge of law enforcement (e.g. laws, ordinances, statutes, procedures, techniques, equipment); represents the department within and outside the District; makes recommendations to the Chief regarding personnel and activities; makes recommendations to the Chief regarding improvements in existing departmental policies and procedures; performs research, analysis and planning related to the division; prepares reports of division or departmental operations, correspondence to the public and governmental agencies, and special statistical/analytical reports covering operations; ensures the documentation and maintenance of established policies and procedures concerning all Public Safety functions; develops and administers appropriate record keeping procedures and systems; coordinates the acquisition of equipment and supplies; coordinates training programs; prepares, or directs preparation of, unit reports; performs management, administrative, patrol and enforcement tasks.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: performs related duties as directed.

MINIMUM QUALIFICATIONS:

- POST Must meet current peace officer selection standards as set by the Commission of Peace Officer Standards and Training (POST); and
- Education: Bachelor's Degree from an accredited college or university with major work in public safety, public administration, or related fields. Additional education towards an advanced degree may be substituted for a maximum of two years' experience on a one year for one year basis; and
- Experience: Four years experience in the public safety or law enforcement field, of which at least two years must have been in a responsible first-line supervisory or management position. Additional experience may be substituted for a maximum of two years of the required education on a one year for one year basis; and

MINIMUM QUALIFICATIONS, continued:

- License: A valid California driver's license is a condition of initial and continued employment in this classification; and
- First Aid
and CPR: Current First Aid and CPR certificate required as a condition of completion of probationary period and continued employment in this classification.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the principles, practices and methods of the law enforcement field; effective management and administrative techniques. Ability to effectively supervise, develop, motivate and evaluate staff; react effectively under stress and emergency conditions; effectively communicate orally and in writing; prepare clear, concise and complete reports; and the ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

REPORTS TO: Assistant General Manager, Public Safety or Field Operations Captain

SUPERVISES: Sergeants, professional and clerical staff