



## POLICE LIEUTENANT

**JC:** PD125  
**PG:** LT  
**FLSA:** Exempt

**BU:** 25 (BPMA)  
**Created:** February 2002  
**Revised:** December 2016

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

### **DEFINITION**

Under direction, may be assigned as a zone commander, watch commander or commanding officer of a specific unit; manages and administers the activities of an assigned zone, watch, or unit; provides professional and technical assistance to police staff and other departments and agencies; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a sworn police management classification responsible for providing supervision to sworn and civilian personnel on assigned watch or in a specified bureau. This classification is distinguished from Police Commander in that the latter serves as Commander of a major police division and may serve in the absence of the Police Chief.

### **REPORTS TO**

Deputy Police Chief, Police Chief or designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Plans, organizes, assigns, directs, reviews and evaluates staff activities on assigned watch or unit.
2. Assists in developing department goals, objectives, policies, procedures and work standards.
3. Coordinates regularly assigned functions and special projects with other departmental activities.
4. Performs duties and responsibilities consistent with the Law Enforcement Code of Ethics.
5. Conducts variety of studies on operational and other matters; prepares reports, findings and recommendations.
6. Assists in preparation and administration of the annual budget.
7. Assists in recruitment, testing, hiring, and training of assigned personnel.

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8. Recommends, interprets and administers agency and department policies and procedures.
9. Represents department in professional associations and in meetings with representatives of other departments and unions, other law enforcement agencies and community groups.
10. Serves as departmental spokesperson to news media.
11. Monitors District, community and other activities that impact police services.
12. Develops staffing recommendations for assigned functions.
13. Researches crime trends and develops enforcement strategies.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices and techniques of law enforcement services and activities
- Supervisory and training principles and practices
- Administrative principles and practices including goal setting and program planning development and implementation
- Related local, state and federal laws, codes, ordinances and case law
- Basic budgetary principles and practices

#### **Skill/Ability in:**

- Planning, organizing, directing and evaluating the work of assigned staff
- Analyzing problems and situations and developing appropriate solutions
- Directing emergency activities and services
- Exercising sound independent judgment within procedural and legal guidelines. Counseling, motivating and evaluating staff
- Preparing clear and effective written correspondence, reports, policies and other written materials
- Making effective oral presentations to groups
- Establishing and maintaining effective working relationships with those contacted in the course of the work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of a bachelor's degree from an accredited college or university and two (2) years of (full-time equivalent) verifiable experience as a BART Police Sergeant by the filing deadline or sixty (60) college semester (or 90 quarter) units. Official college transcript(s) and/or college or university diploma(s) upon request.

#### **Experience:**

Four (4) years as a BART Police Sergeant by the filing deadline.

#### **License or Certificate:**

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Possession of or eligibility to possess the Police Officer Standards and Training (POST) Advanced and Supervisory certificates.

### **Other Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record. Must be able to meet physical, psychological and background standards.
- Must be able to work various shifts, weekends, holidays, and overtime.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; shop environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

#### **Physical Conditions:**

Requires maintaining physical condition necessary for walking, running, standing, sitting, lifting or driving for prolonged periods of time, and for operating firearms.

**BART EEO01 Job Group:** 7500 – Police Supervisors/Managers  
**Census Code:** 3710 – First Line Supervisors of Police/Detectives  
**Safety Sensitive:** Y