



CITY OF LAKEPORT  
JOB ANNOUNCEMENT



**POLICE LIEUTENANT/CAPTAIN\***

Police Lieutenant: \$6,695-\$8,466 Per Month

Police Captain: \$7,679-\$9,334 Per Month

Filing Deadline: **October 9, 2019 by 5 pm**

**APPLICATION PROCESS**

This recruitment is for Police Lieutenant or Captain depending on experience. Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x 103 or by visiting the Employment page of the City's website [www.cityoflakeport.com](http://www.cityoflakeport.com). Please submit a completed City of Lakeport Application and copies of all required certificates no later than **5:00 p.m. on Wednesday, October 9, 2019** in order to be considered for the first review. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

**SELECTION PROCEDURE**

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview. Written testing may be required. Finalists, then must successfully pass a thorough background investigation; medical, polygraph, and psychological examinations. Fingerprints are required. Appointment to the position is contingent upon successfully passing all examinations. Applicants who successfully complete the examination process will be placed on an eligibility list.

**JOB DEFINITION**

Under general direction of the Police Chief to perform responsible administrative, investigation and technical work in directing the activities of the Police Department; and to do related work as assigned.

In the absence or disability of the Police Chief, an incumbent of this class directs the activities of all divisions of the department.

Although work is subject to review by the Chief of Police, work with relative independence in day to day activities and review is usually accomplished through routine checks of reports, conferences and evaluations of results.

The Police Lieutenant is differentiated from the Police Captain in that the later possesses greater experience and technical understanding of law enforcement administration, as defined by the Education and Experience Guidelines; found in the job description.

## **EXAMPLES OF DUTIES**

*Please see full job description available with application packet.*

Must be able to safely perform all the essential duties and responsibilities as outlined in the *Police Lieutenant/Captain Job Description*. Supervises the work of subordinate Officers and coordinates the operational activities of a Division, Unit or Section on an assigned shift. Develops and coordinates in-service training program for sworn and non-sworn personnel. Supervises internal investigations of alleged acts of misconduct.

Researches, compiles and prepares narrative and statistical reports. Responds to and prepares various business correspondences. Reviews citizen complaints and makes recommendations for appropriate course of action. Develops, prepares and implements operational work procedures. Maintains time and attendance and other personnel records.

Conducts inspections of Officers in the field. Performs other related duties as required. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **LICENSES AND SPECIAL REQUIREMENTS**

### Special Requirements

- Possession of a P.O.S.T. Intermediate Certificate
- Possession of a P.O.S.T. Advanced Certificate.
- Possession of a P.O.S.T. Supervisory Certificate; required within 2 years for Lieutenant
- Possession of a P.O.S.T. Management Certificate; required for Police Captain.
- Possession of appropriate California driver's license.
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

## **PHYSICAL PROFILE**

### **CATEGORY IV – PUBLIC SAFETY**

#### **DEFINITION**

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.

#### **OTHER FACTORS**

**Lifting Moderate:** *Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.*

**Lifting Heavy:** *Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.*

**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 prolonged periods of time (Usually a minimum of two or more hours per day).*

Sitting: Ability to sit with little movement for prolonged 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 20/20 in one eye and not less than 20/25 in the other eye.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

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.

## EMPLOYEE BENEFITS

·**Public Employees Retirement System:** The City provides the PERS retirement program at the following formulas: 2.7%@57 for new members and 3%@55 for classic members. The City does not participate in Social Security.

·**Holidays:** Thirteen holidays paid bi-annually.

·**Vacation:** Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

·**Sick Leave:** Sick leave accrual of 12 days per year.

·**Medical, Dental Life Insurance:** The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

·**Uniform Allowance:** The City pays \$817.50 per fiscal year.

## THE RECRUITMENT PROCESS

·**Application:** Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for.

·**Examination:** Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an exam or a combination of exams as indicated in the announcement.

·**Exam Accommodations:** In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 263-5615 x 103 so your request may be reviewed prior to the occurrence of testing.

·**Probationary Period:** Police employees appointed to regular positions serve a twelve (12) month probationary period.

For more information call Administrative Services Director, Kelly Buendia at (707) 263-5615 ext. 101 or email [kbuendia@cityoflakeport.com](mailto:kbuendia@cityoflakeport.com).

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or military and veteran status.

*First Review Dates: Opened 7/11/2019  
– First Review 08/01/2019*

*Second Review Dates: Closes 10/09/19*