

MEETING DATE: 8/24/09

AGENDA ITEM: Approval of the Revised Classification Specifications for
Police Sergeant, Police Lieutenant, and Police Captain

ATTACHMENTS

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2. Organizational Chart for Police Department	10
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POLICE SERGEANT

DEFINITION

The positions assigned to this classification are in the classified service category and supervise and participate in various types and combinations of Police Department activities such as preliminary investigations, follow-up investigations, traffic, technical services, or other related work as required.

SUPERVISION RECEIVED AND EXERCISED

The positions in this classification report to a designated supervisor or as assigned. Responsibilities may include supervision of Police Officers and other technical and clerical personnel sworn and non-sworn personnel as assigned.

ESSENTIAL JOB DUTIES

The following tasks are typical for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Supervises Police Officers and civilian personnel in a variety of assignments. Ensures that employees know and follow department policy, rules, and regulations.
2. Ensures patrol activities and preliminary follow up investigations are conducted in conformance with departmental rules and regulations.
3. Assigns and deploys Police Officers according to workload levels and requirements, and makes best use of their skills.
4. Reviews the quality and efficiency of work completed by subordinates. Quickly identifies problems in the quality and quantity of work and takes prompt and effective corrective action. Prepares written evaluations describing employee work performance.
5. Keeps subordinates and superiors adequately informed of matters which affect their work, attitude, and morale.
6. Maintains control over equipment, supplies, and materials utilized by their shift or Bureau.
7. Identifies methods of streamlining or improving operational methods and tactics and proposes changes to their immediate supervisor(s).
8. Effectively molds/develops his/her subordinate employees into a team.
9. Maintains thorough and accurate records and prepares reports regarding the activities of their shift or Bureau.
10. Keeps abreast of new tactics, procedures, programs, and technologies in the police service profession. Disseminates information in an instructor mode Provides training and guidance to subordinates on a regularly scheduled basis.
11. Assures that Police Officers develop and maintain adequate community support for police services and motivate/assist citizens to help in protecting themselves and their property.
12. Insures proper safety practices are followed to protect Police Officers and the public.
13. Investigates and evaluates complaints of police conduct. Prepares written summary of investigative findings.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- ~~Vision, Mission and Values Statement of the Culver City Police Department.~~
- The principles, methods, and techniques of law enforcement work, including patrol, traffic, crime prevention, investigation, and identification.
- Criminal law, including the laws of arrest, search and seizure, rules of evidence, and court procedure.
- Laws applicable to the apprehension and treatment of juveniles.
- Care and protection of small firearms and other law enforcement equipment.
- Principles of supervision and training.
- Collection, preservation and analysis of evidence.
- State law pertinent to civil procedures.

Skill and Ability to:

- Instruct and supervise sworn ~~and non-sworn~~ personnel in law enforcement work.
- Analyze situations accurately and adopt effective courses of action.
- Interpret, explain, apply and ~~enforce~~ laws and regulations.
- Prepare clear, concise, and comprehensive written and verbal reports.
- Establish and maintain effective working relationships with fellow employees, government officials, and the general public.
- ~~Respond to inquiries from the public in a tactful manner.~~
- ~~Use independent judgment and make sound decisions consistent with the Police Department's values, policies and procedures.~~
- ~~Meet standards of adequate physical stature, endurance, and agility. Perform technical police work.~~
- Observe, remember, and record events accurately.
- Motivate, direct, evaluate and maximize the abilities of personnel under his/her command.
- Analyze and solve law enforcement problems.
- Communicate effectively both verbally and in writing.
- Maintain effective labor and interpersonal relations.

LICENSES AND CERTIFICATES

Possession of a valid California Class C Driver's License, and ~~possession of a California State Commission of Peace Officer Standards and Training Basic Certificate.~~

TRAINING AND EXPERIENCE

Any combination of training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: three years of service as a Police Officer. ~~An Associate of Arts degree or completion of 60 units from an accredited college or university is highly desirable.~~

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Requires vision (which may be corrected) to read small print.
- . Requires the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Requires the ability to stand for long periods.
- . Requires the ability to walk long distances.
- . Performs work which involves the frequent lifting, pushing, pulling or dragging of objects which may approximate 75 pounds and may occasionally weigh up to 165 pounds.
- . May be required to work around foul odors.
- . May be required to work around loud noise.
- . Is subject to office and outside environmental conditions.
- . May be required to attend periodic evening meetings outside of regular work schedule and/or to travel within and out of City boundaries to attend meetings.
- . May be required to work evenings or weekends.

POLICE LIEUTENANT

DEFINITION

This middle management classification is in the classified service category. This position serves as a manager of various types and combinations of activities associated with the Police Department services such as patrol watch operations, investigations, traffic enforcement, support services, and other services as required, and may serve as a Bureau Commander in the absence of their supervisor.

SUPERVISION RECEIVED AND EXERCISED

The positions in this classification report to a Bureau Commander or Chief of Police. This position normally reports to a Bureau Commander. Responsibilities include the supervision of Police Sergeants and other sworn and non-sworn personnel.

ESSENTIAL JOB DUTIES

The following tasks are essential for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Plans the specific service and operational work requirements of the activities for which the Police Lieutenant is responsible to obtain the best and most economical use of manpower and equipment. Plans, supervises and reviews the work of subordinate sworn and non-sworn personnel.
2. Oversees the training and development of assigned personnel assigned to the Police Lieutenant for supervision. Teaches Ensures subordinates the are provided with adequate training correct techniques for performing work and development developed them to their full potential. Keeps subordinates adequately informed of individual performance levels expected, and provides timely and constructive feedback.
3. Coordinates the work of Police Sergeants and Exchanges information with other external organizations and City departments within and external to the Police Department to maintain effective and efficient operations and achieve common objectives.
4. Personally handles or directs difficult, high priority, sensitive or emergency operation tasks, as appropriate.
5. Keeps superiors adequately informed of problems. Proposes changes to policies, rules, plans and operational methods to improve performance of police services.
6. Maintains effective communications vertically and horizontally within the Lieutenant's organizational unit section as well as working relations with subordinates.
7. Monitors and evaluates the operations under the Lieutenant's command to assure personnel are productively utilized and adequate work quality standards are maintained. Quickly identifies problems in the quantity and quality of work and takes prompt and effective corrective action.
8. Effectively molds develops the employees of their work unit into a team.
9. Conducts inspections, Investigates complaints or violations of Departmental policies, procedures, and rules. Assures compliance with these policies, procedures, and rules.

10. Maintains positive relationships with the public.

~~11. Clearly understands the responsibilities of their Section. Keeps subordinate personnel adequately informed of individual performance levels expected, and provides them timely and constructive feedback on how well they are doing. Clearly understands the responsibility of assigned section and continually looks for opportunities to improve effectiveness.~~

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Vision, Mission and Values Statement of the Culver City Police Department
- The principles, tactics and procedures of the operational area within the Culver City Police Department to which assigned.
- Modern work planning, management, budgeting organization, motivation and communication techniques.
- Relevant laws, court decisions and ordinances that affect police operations.
- Local government operations.
- Departmental rules and regulations.

Skill and Ability to:

- Perform Set goals and objectives setting, and organizational evaluate individual performance.
- ~~Perform program evaluations.~~
- Maintain productivity improvement.
- Assure employee development and motivation.
- Manage the technical aspects of various police activities.
- Communicate effectively, both verbally and in writing.
- Maintain effective working relationships with labor organizations and City departments. interpersonal relations.
- Function as part of a management team.
- Plan, organize and coordinate the work of subordinate personnel.
- Analyze complex operational and administrative issues crime problems.

LICENSES AND CERTIFICATES

Possession of a valid California Class C driver's license and a California State Commission of Peace Officer Standards and Training Supervisory Advanced Certificate.

TRAINING AND EXPERIENCE

Any combination of training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: ~~Two one~~ years of experience at the rank of Police Sergeant. A Bachelor's degree from an accredited college or university, as well as graduation from the Supervisory Leadership Institute is highly desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Requires vision (which may be corrected) to read small print.
- . Requires the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Requires the ability to stand for long periods.
- . Requires the ability to walk long distances.
- . Performs work which involves the frequent lifting, pushing, pulling or dragging of objects which may approximate 75 pounds and may occasionally weigh up to 165 pounds.
- . May be required to work around foul odors.
- . May be required to work around loud noise.
- . Is subject to office and outside environmental conditions.
- . May be required to attend ~~periodic~~ evening meetings outside of regular work schedule and/or to travel within and out of City boundaries to attend meetings.
- . May be required to work evenings or weekends.

POLICE CAPTAIN

DEFINITION

This top management classification is in the classified service category. This position serves as a Bureau Commander within the Police Department, and provides highly responsible and technical management assistance to the Chief of Police. This position may act for the Chief of Police as assigned.

SUPERVISION RECEIVED AND EXERCISED

The positions in this classification report to the Chief of Police. Responsibilities include supervision of Police Lieutenants and other sworn and non-sworn personnel subordinates.

ESSENTIAL JOB DUTIES

The following tasks are essential for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar tasks not listed here.

1. Assists the Chief of Police in preparing the annual budget, anticipating the resources required for the Police Department to provide satisfactory and responsive protection of the residents of the Culver City.
2. Identifies and assesses the nature of problems impacting the effectiveness of Police Department service delivery. Takes corrective action in consultation with the Chief of Police.
3. ~~Makes decisions regarding changing priorities and the policing system. Causes these changes to be implemented as directed.~~
4. Under general direction, coordinates the delivery of services by the Operations, Investigative, Community Service Traffic and Special Administration/Investigations Bureaus to ensure their operations work together.
5. Plans, directs, supervises, and coordinates the work of assigned Bureau.
6. Provides technical advice and assistance directing and supervising the investigations of the most difficult or major criminal cases, and supervising preparation of cases for court.
7. Stays up-to-date on the ~~police service knowledge~~ law enforcement trends and practices essential to maintaining efficient and effective Bureau department operations.
8. Assures the integrity of Departmental services and professional image are maintained by assigning and coordinating investigations of personnel complaints. Reviews the ~~results and~~ investigative findings and makes recommendations to the Chief of Police regarding appropriate action. May represent the Chief of Police at Civil Service Commission hearings and other events as assigned.
9. Trains, supervises, and develops competent ~~middle~~ managers and supervisors.
10. Assures that all subordinate personnel ~~under their supervision~~ are adequately trained and appropriately informed regarding their duties and responsibilities.

11. Keeps the Chief of Police adequately informed of assigned Bureau performance and problems, and proposes changes to policies, rules, plans and operational methods to ensure police services are responsive to the needs of the community and are cost effective.
12. Projects a positive image to individuals and groups as a professional, competent, and helpful manager.
13. Keeps abreast of policing, concerns, problems, and hazards within the City and exercises initiative in finding workable solutions to them.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Vision, Mission and Values Statement of the Culver City Police Department.
- Police, traffic, investigation, and administrative support principles, tactics and procedures.
- Modern planning management, budgeting, organization, motivation and communication techniques.
- Relevant laws, court decisions, and ordinances that affect community safety operations; local government operations.

Skill and Ability to:

- Function as part of a management team.
- Plan, supervise, and coordinate the work of subordinates.
- Conduct studies of operational problems and needs and prepare accurate reports and recommendations.
- Establish and maintain effective working relationships.
- Perform organizational performance evaluations.
- Perform program evaluations.
- Perform productivity improvement and cost/benefit analysis.
- Maintain employee development and motivation, particularly supervisory personnel.
- Manage the technical aspects of various police activities.
- Communicate effectively, verbally and in writing.
- Maintain effective working relationships with labor organizations and City departments interpersonal relations.

LICENSES AND CERTIFICATES

Possession of a valid California Class C driver's license and a California State Commission of Peace Officer Standards and Training Management Advanced Certificate.

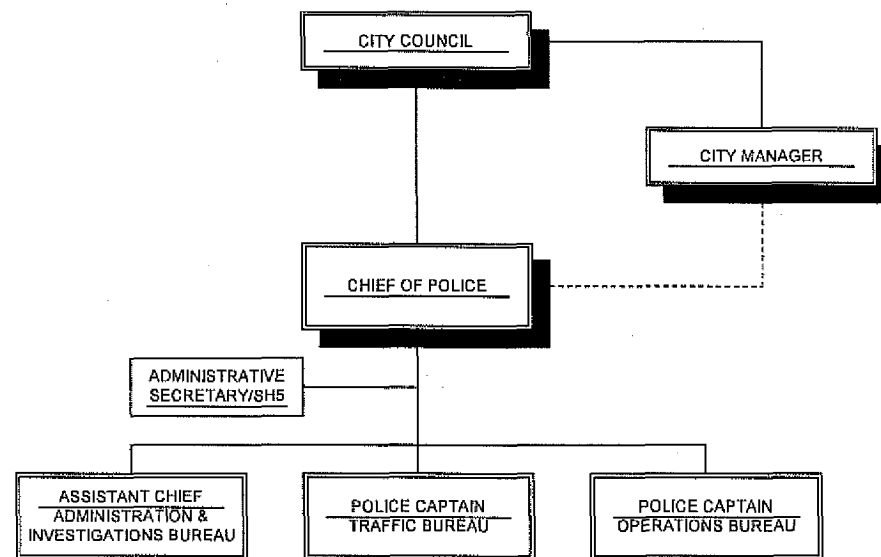
TRAINING AND EXPERIENCE

Any combination of training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: graduation from college with A Bachelor's degree from an accredited college or university effective January 2011, and one two years of experience at the rank of Police Lieutenant. A Master's degree from an accredited college or university, graduation from Command College, the F.B.I Academy or the West Point Leadership Program is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Requires vision (which may be corrected) to read small print.
- . Requires the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Requires the ability to stand for long periods.
- . Requires the ability to walk long distances.
- . Performs work which involves the frequent lifting, pushing, pulling or dragging of objects which may approximate 75 pounds and may occasionally weigh up to 165 pounds.
- . May be required to work around foul odors.
- . May be required to work around loud noise.
- . Is subject to office and outside environmental conditions.
- . May be required to attend ~~periodic~~ evening meetings outside of regular work schedule and/or to travel within and out of City boundaries to attend meetings.
- . May be required to work evenings or weekends.

POLICE DEPARTMENT



FISCAL YEAR 2009-2010

*****OFFICIAL MINUTES EXCERPT*****

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

July 1, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:00 P.M.

Present: Chair Michael Whitaker
Vice Chair Sharon Zeitlin
Commissioner Richard Ochoa
Commissioner Sandy Stivers
Commissioner Dan Gallagher

Item A-4

**Revised Classification Specifications: Police Sergeant,
Police Lieutenant and Police Captain**

Staff provided a summary of the material of record.

Discussion between the staff and the Commission included: post-certification requirements; levels of certification; the advanced certificate; proposed changes to ensure consistency in the language; clarification regarding ambiguous language and the culture of the Police Department; clarification regarding essential job duties of Police Lieutenant; including language to indicate that "the Police Lieutenant provides the tools and training necessary to exceed the minimum expectations"; positions that require a college degree and reflecting that in the class specifications; clarification regarding assigned bureaus; the Assistant Chief classification; the length of time allowed to achieve a degree; clarification that all levels of complaints are investigated; clarification that the animal services officer is supervised by a police sergeant; vertical and horizontal terminology; and clarification regarding modern planning.

MOVED BY COMMISSIONER WHITAKER, SECONDED BY VICE CHAIR GALLAGHER, AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION APPROVE THE REVISED CLASSIFICATION SPECIFICATIONS FOR POLICE SERGEANT, POLICE LIEUTENANT AND POLICE CAPTAIN.