

**CITY OF HERMOSA BEACH**  
**Class Specification**

**POLICE LIEUTENANT**

**DEFINITION**

Under general direction, perform a variety of routine and complex public safety work activities; supervise police patrol, investigations, internal affairs, traffic regulation, and related law enforcement activities; serve as division commander or Chief of Staff to the Police Chief; and do related work as required.

**EXAMPLES OF DUTIES**

Supervise and inspect the work of ~~p~~Police ~~s~~Sergeants, Community Services Division Supervisors, ~~p~~Police ~~o~~Officers, Community Services Officers and support staff in their assigned duties; assign and direct the work of officers engaged in patrol activities, traffic, or investigation activities, or may direct other employees in records, property and evidence, task and custodial functions; receive complaints or reports of emergencies and determine the need for police action; assist officers in handling difficult situations; review and coordinate the work of employees engaged in communications, record keeping, and the care and custody of prisoners; assist in planning and coordinating departmental programs and procedures; receive and process internal/external complaints regarding conduct, alleged policy violations and/or criminal/civil complaints against staff, assign investigations to, and audit supervisors when applicable; assist in budgeting, procurement, and resource management; manage unit resources, grant projects, equipment requests, and ensure cost-effective deployment; collaborate with Finance and City leadership on planning, staffing, and procurement; assist in oversight of emerging technologies (e.g., drones, automated reporting, LPR systems), ensuring ethical application and transparency; prepare reports to superior offices on incidents and special situations requiring administrative review; provide guidance and training to subordinate officers and evaluate their performance; supervise officers in conducting preliminary and/or investigations of crimes and civil disturbances; relieve superior officers in their absence as assigned; work shifts, weekends, and/or holidays as required.

**QUALIFICATION GUIDELINES**

**Knowledge, Skills & Abilities:** Requires thorough knowledge of modern law enforcement principles, procedures, techniques and equipment; and considerable knowledge of applicable laws, ordinances, and department rules and regulations; extensive knowledge of the City's geography; skill in operating department tools and equipment ~~including police car, police radio, radar gun, handgun and other weapons as required; baton, handcuff, breath analyzer, pager, first aid equipment, personal computer, including word processing software;~~ familiarity with real-time crime center tools, analytics dashboards, and digital evidence systems to inform operations; ability to plan, coordinate, supervise and evaluate the work of subordinates; perform work requiring good physical condition; communicate effectively orally and in writing; establish and maintain effective working relationships with subordinates, peers, supervisors, civic groups and other departments, agencies, and the public; exercise sound ~~judgement~~judgment in evaluating situations and in making decisions.

**Education and Experience:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying.

~~—Associates A degree or 60 units in from an accredited college or university in police, public or business administration, political science or closely related field and possession of a P.O.S.T. Advanced certificate and completion of P.O.S.T. supervisory course.; 2) Four years of professional police experience with a public agency including onetwo years experience as a Police Sergeant.~~

Completion of advanced leadership training, such as Peace Officer Standards and Training (P.O.S.T). Supervisory Leadership Institute (SLI), LAPD Leadership Program, or equivalent is preferred.

**Licenses/Certificates:** Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

Possession of a P.O.S.T. Supervisory Certificate or be eligible to obtain a P.O.S.T. Supervisory Certificate within one year of promotion to Lieutenant.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information..

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Approved by the Civil Service Board: 12/1/25

Approved by the City Council: