



Agenda Item: 16.G  
Date of Meeting: June 23, 2025  
Department: Police

## STAFF REPORT

To: City Council  
From: Nate Derr  
Subject: **Updated Job Description for Police Lieutenant**  
Prepared On: June 4, 2025  
Attachments: FT Police Captain  
Captain JDEFA

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### Background/History:

The Police Captain position is a key management-level role within the Police Service, responsible for supervising operations, overseeing personnel, and supporting the Chief of Police in strategic planning and day-to-day management.

The existing (Lieutenant) job description was last reviewed and updated on February 14, 2011. Since that time, the responsibilities, required competencies, and technological tools in law enforcement have evolved significantly.

The updated description reflects:

- Current best practices in law enforcement management,
- Expanded duties relating to officer wellness, community engagement, and training,
- Increased emphasis on use-of-force documentation review, risk management, and critical incident leadership,
- Clarity around supervisory and administrative functions, including shift oversight and interagency coordination.

### Analysis/Discussion:

The Bishop Police Department Lieutenant updated Job description aligns further with the duties of a Police Captain as described below:

- Lieutenant
  - Supervises Sergeants and line officers.

- Manages shift operations, responds to critical incidents.
- Reviews and approves reports, ensures policy compliance.
- Often acts as the watch commander or shift commander.
- Captain
  - Oversees an entire bureau or major division.
  - Develops operational plans and strategies.
  - Manages budgets, personnel allocations, and long-term goals.
  - Interfaces with upper management, city officials, and external agencies.

A Captain level position also opens the opportunity for further Police Management training and succession planning for the future of the Department.

No changes to the position's FLSA status or classification level are proposed. The position remains exempt and managerial.

Economic Impacts:

There is no direct fiscal impact from updating the job description and position title. The salary range for the position remains unchanged. Any future fiscal considerations related to reclassification or reorganization will be brought forward separately.

Recommended Action:

Staff recommends that the City Council:

1. Approve the revised job description for the position of Police Lieutenant in the Bishop Police Department; and
2. Authorize the City Administrator to implement the updated description for all recruitment, assignment, and classification purposes.

Approved By: Ethan Aukee 6/4/2025

Approved By: Robin Picken 6/4/2025

Approved By: Deston Dishion 6/17/2025

Approved By: