



POLICE LIEUTENANT

DEFINITION

To perform responsible management, supervisory and technical police work in serving as commander over patrol, investigations, dispatch, traffic, parking enforcement, animal control and officer(s) on special assignment. This classification supervises the training functions and determines training needs, as well as providing responsible staff support to the department.

DISTINGUISHING CHARACTERISTICS

The classification of Police Lieutenant is that of a middle manager. As such, this position is responsible for the coordination of the flow of information from the Chief to line personnel, as well as from line personnel to the Chief. Due to the wide range of individuals being supervised, this position must continuously strive to maintain a comprehensive knowledge of criminal law, civil law and personnel rules, regulations and proceedings. The police lieutenant must be a self starter who is innovative and progressive.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to the following:

- ▶ Recommend goals and objectives; assist in the development and implementation of policies and procedures.
- ▶ Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on department activities.
- ▶ Review the work of subordinates to ensure compliance with departmental policies and procedures; participates and lead staff meetings to review department services, procedures and activities.
- ▶ Plan, coordinate and supervise the activities of the patrol division, investigations, dispatch, records and other areas as assigned; conduct studies and analyses as necessary; make procedural recommendations; prepare reports.
- ▶ Supervise the scheduling process as well as beat and other special assignments. Plan, coordinate and supervise accident investigations, parking control, abandoned vehicle abatement, reserve officers and cadet activities.
- ▶ Conduct internal affairs investigations; compile and maintain statistical records and prepare related reports.
- ▶ Assume immediate command of police activities in the event of an emergency.

- ▶ Supervise special assignments such as the FTO program and various training programs.
- ▶ Prepare, review and coordinate performance evaluations for subordinate personnel; conduct internal investigations of citizen and officer complaints as assigned.
- ▶ Review, correct and participate in the preparation of police reports and records.
- ▶ Participate in the selection of personnel; provide or coordinate training; work with employees to correct deficiencies; implement discipline procedures.
- ▶ Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for additional staff and equipment; monitor and control expenditures.
- ▶ Assist in developing and conducting training programs on the various phases of police activities.
- ▶ Respond to citizens complaints and requests for information; prepare press releases and confer with the media in matters related to assigned activities.
- ▶ Serve in the absence of the Police Chief, as assigned.
- ▶ Perform related work as required.

QUALIFICATIONS

Knowledge of:

- Modern police practices, techniques and methods inclusive of community policing and problem oriented policing.
- Principles and practices of organization and personnel management.
- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance and traffic control.
- Modern office procedures, methods and computer equipment.
- Modern investigative methods.
- Principles and techniques of budget development and administration.
- Functions and objectives of Federal, State and other local law enforcement agencies.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively plan, direct, supervise and coordinate the work of assigned personnel.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Recommend improvements in operations and in the rules, regulations and policies governing assigned area of responsibility.
- Analyze situations quickly and objectively, and determine proper course of action.
- Obtain information through interviews and interrogation.
- Meet and deal with the public tactfully and effectively.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.

Education/Experience:

Any combination of education, experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- Possess a minimum of five years of broad and extensive experience in municipal police work, including at least three years as a Police Sergeant.
- Possess a P.O.S.T. Supervisory Certificate.
- Equivalent to an Associate of Arts degree from an accredited college or university with major course work in police science, law enforcement, criminal justice or a related field.
- Possess a valid Class III Driver's License.

WORKING CONDITIONS

A person in this position must be free from any physical, emotional or mental condition which might adversely affect the exercise of the powers related to a sworn officer.

Work various shifts as needed, weekends and holidays; work in an emergency peace control environment; work in intense life-threatening conditions; work in inclement weather conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; running, walking, crawling, climbing, stooping, lifting and sitting for long periods of time. Work in an office environment; sustained posture in a seated position for prolonged periods of time.