

POLICE LIEUTENANT

TITLE: Police Lieutenant

DEPARTMENT: Police

REPORTS TO: Chief of Police

PAY / GRADE Hourly, Grade 1

SUMMARY:

GENERAL STATEMENT OF THE NATURE OF THE POSITION

The Lieutenant is responsible for immediate supervision and control of all Department personnel and is personally responsible for their efficiency and effectiveness. The Lieutenant is second in command of the Department.

SUPERVISION RECEIVED

The Lieutenant is subject to the direction and control of the Chief.

SUPERVISION EXERCISED

In the absence of the Chief, the Lieutenant will assume the powers, duties, and responsibilities of that position, subject to any limitations set by the Chief.

EXAMPLARY JOB DUTIES PERFORMED:

It is the duty and responsibility of a Lieutenant to:

1. Be cognizant of the authority delegated to the position, taking special care to know the substance of the responsibilities of subordinate personnel. Understand that the rank of Lieutenant is a management position.
2. Be responsible for the direct supervision of Department Supervisors, and the Investigator. Conduct periodic performance evaluations of these personnel.
3. Be thoroughly familiar with the Department 's rules, regulations, orders, policies and procedures.
4. Participate in, and expedite, general administrative functions of the Department. Consult with the Chief and recommend changes in rules, regulations, policies and procedures. Recommend new program changes to effect improvement within the Department.
5. Ensure that all Department personnel know and execute their duty assignments, and are familiar with the rules, regulations, policies and procedures of the Department.

6. Plan a training program and successfully and completely train police personnel.
7. Actively promote community policing.
8. Be responsible for the scheduling of Department personnel relative to duty assignments and leaves of absence.
9. Assist the Chief in the preparation of the Department budget, community relations, and program planning.
10. Execute all orders from the Chief of Police, ensuring uniform interpretation and full compliance.
11. Ensure that all subordinate personnel are aware of those departmental forms, records, and reports which they are required to complete, and of the manner in which the forms, records, and reports are to be submitted.
12. Review and evaluate the performance of subordinate personnel to determine whether they are properly, effectively, and consistently carrying out their duties in conformance to Department standards.
13. Ensure that when the performance of a subordinate is unsatisfactory, measures are taken to upgrade his/her performance to meet Department standards.
14. Examine reports for conformance with approved procedures as outlined by departmental instructions.
15. Oversee the maintenance, storage, and processing of records according to Department procedure.
16. When directed by the Chief of Police, conduct internal affairs investigations in accordance with Department procedures.
17. Keep the Chief of Police informed of all significant events and developments affecting the Department.
18. Maintain an awareness of new concepts, laws, and developments affecting law' enforcement.
19. Promote good relations with citizens other agencies and departments.
20. Perform other related duties as directed by the Chief including any and all functions performed by subordinates.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. A high school degree or general educational development certificate (G. E. D.). After January 1, 1985, an Associate of Arts degree or higher in police science or related field.
2. Ten (10) years minimum full time law enforcement experience with consideration given to total years of service in as much as they translate into evident knowledge and experience. Preference given to having previously held the rank of Sergeant.
3. Indication by action or achievement of an ambition toward personal and professional development as related to current police practices and procedures.
4. Demonstrated potential leadership and administrative abilities.
5. In depth knowledge and technical expertise relative to modern police philosophy, practices and procedures, and related support and logistical services. Extensive knowledge of 21st Century policing including the six pillars of community policing.
6. Ability to assume temporary responsibility of the position of Chief in the Chief 's absence.
7. Ability to translate all orders, operations, and regulations into a form understandable to subordinate personnel.
8. Strong ability to interpret written orders and laws, and the ability to communicate with others, both verbally and in writing.
9. Ability to function in situations requiring a calm demeanor while under stress.
10. Physical and psychological capacity to perform duties as required by the position and indicated by psychological testing and medical examination, and with possible recertification on a regular basis.

SPECIAL CIRCUMSTANCES OR CONDITIONS OF EMPLOYMENT:

1. This is an hourly position with the classified service, responsible and accountable directly to the Chief of Police.
2. By virtue of its public safety nature, the Lieutenant is considered as being always on call. Duty requirements may make it mandatory for the Lieutenant to work in excess of an eight (8) hour workday, or a forty (40) hour work week.
3. The position of Lieutenant demands an adherence to the highest standards of professional ethics, moral code, and personal integrity.
4. The Lieutenant is expected to live within a prescribed radius of police headquarters, not to exceed fifteen (15) minutes emergency response time.