



June 2008

## **POLICE LIEUTENANT**

### **DEFINITION**

Under general direction, depending upon assignment, plans, schedules, organizes, supervises, reviews, and evaluates the work of field service officers or investigative, dispatch, and records staff through a subordinate level of supervision on a shift, and coordinates cooperative efforts with other shifts or activities to accomplish the Police Department's mission and goals consistent with established policies and procedures; trains staff and provides for their professional development; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Assistant Police Chief and Police Captain; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Police Captain and/or Assistant Police Chief. Exercises general supervision over Police Sergeants, Police Officers, and a variety of non-sworn staff.

### **CLASS CHARACTERISTICS**

This is a mid-management class that is responsible for planning patrol and public services activities and for assisting the Police Captain and/or Assistant Police Chief in various budgetary, special program, and administrative areas. While the incumbents may respond to calls for service, crime scene security, or become involved with investigations, the primary responsibilities are supervisory and managerial, including the coordination of activities with those of other City departments and law enforcement agencies. This class is distinguished from Police Captain in that the latter has management responsibility over a designated division within the Police Services Department.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Recommends and assists in the development and implementation of goals and objectives; establishes practices and methods for assigned shift or work activity; implements policies and procedures; prepares, reviews, and maintains shift or work activity statistical reports to assure compliance with established goals and objectives.
- Plans, manages, and directs all activities of and supervises, assigns, directs, and evaluates the work of subordinates on an assigned shift or work activity; deploys resources as needed to meet departmental goals and objectives.
- Provides staff training; works with employees to correct performance issues; takes appropriate disciplinary action consistent with departmental policies and procedures; makes effective recommendations regarding hiring, termination, transfer, promotion, and demotion; adjusts grievances at assigned step in grievance process; assigns work activities and projects; reviews and evaluates work products and work flow; conducts performance reviews.

- Prepares, manages, and oversees the budget and work plan for the shift, specific program, or work activity; authorizes and reviews expenditures.
- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares, reviews, and maintains shift or work activity statistical and operational reports to assure compliance with established departmental goals and objectives.
- Supervises and assists at major incidents and investigations.
- Promotes teamwork, good communications, and Community Policing philosophy.
- Oversees and conducts special departmental investigations or internal affairs investigations; researches special law enforcement issues and problems.
- Acts as liaison to various law enforcement agencies; assists citizens with concerns, complaints, or issues with the department or personnel; participates in public relations programs; attends community meetings; participates in the resolution of community issues; conducts staff work on department projects; attends conferences and meetings representing the department.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts investigations of complaints from officers and/or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.
- Maintains departmental files, directs the release of records and dispatch activities.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative, and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Basic principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, court decisions, and regulations.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Record keeping principles and procedures.

- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions in emergency situations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies and procedures, laws, codes, regulations, and ordinances.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Identify and be responsive to community issues, concerns, and needs.
- Perform comprehensive first aid procedures and CPR.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from an accredited four-year of college or university with major coursework in criminal justice, police science, public administration, or a related field, and three (3) years of supervisory experience in the police service equivalent to Police Sergeant.

### **Licenses and Certifications:**

- Possession of a valid driver's license with a satisfactory driving record.
- Certification as a Police Officer in the State of Oregon or ability to obtain certification at time of appointment.
- Possession of or ability to obtain Department of Public Safety Standards and Training Management Certificate within one (1) year of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain State-mandated physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, as well as crime/accident suspects/victims weighing up to 150 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.