

POLICE LIEUTENANT

FLSA STATUS – Non-Exempt

DESCRIPTION OF WORK

Under general direction of the Chief of Police, serves as supervisor of a shift and assists in planning, directing and supervising the patrol, investigative and crime prevention activities; serves in special assignment, such as in training, substance abuse, internal affairs or administrative duties.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

In addition to all duties of Sergeant, assigns, supervises and coordinates the work of police officers engaged in patrol in the enforcement of law and the prevention of crime and disorder; serves on patrol; responds to calls for assistance from other department and agencies; inspects buildings and equipment; responds to scenes of crimes, emergencies or accidents to assist and supervise the police officers; responds to radio and telephone dispatches and appears at scenes of disorder or crimes, personally handles the more difficult complaints and problems; plans the training activities; trains and instructs subordinates; conducts internal affairs investigations; supervises and manages the FTO program and in-house recruit training; reviews reports by officers for content and clarity; serves as commander of the Department in absence of the Chief and Captain/Assistant Chief; assists victims of crimes and those in danger of harm; procures and serves warrants; interrogates suspects and witnesses of crimes; performs first aid and CPR as needed; evaluates performance of employees-including disciplinary and other personnel decisions; consults with superior officers to discuss effectiveness of existing policies and procedures and to recommend necessary changes; assists in drafting administrative policies; assists in the analysis of beat organization and crime reports; organizes and assigns shift duties; maintains time sheets and schedules; investigates violation of federal, state and local laws; conducts programs to control substance abuse; lectures on drug and alcohol abuse in schools and before civic groups; collects and preserves evidence; apprehends and arrests law violators; reviews files, reports and general police bulletins; makes reports of cases handled and action taken; interrogates witnesses and prisoners; appears in court to present evidence collected; analyzes and retrieves information from computer; handles crime prevention program; handles press relations and writes press releases; assists with budget preparation and equipment acquisition; reviews incident reports for content, accuracy and clarity; trains officers in the field. Ability to work rotating shifts, weekends and holidays required.

OTHER DUTIES:

Attends staff meetings; performs house watches; supervises non-sworn police staff; participates and organizes various public relations programs and community activities, scheduling programs, ordering supplies and gives presentations; assist with bi-monthly DUI panel as needed, weekend on-call responsibility and subject to call out at any time.

QUALIFICATIONS

Thorough knowledge of the rules of evidence and the laws governing the custody of persons.

Knowledge of the principles of modern police administration and of accepted practices and procedures of police science.

Knowledge of police records systems.

Ability to deploy personnel effectively, direct them in their work and advise on technical police procedures of investigation and arrest.

Ability to communicate orally and in writing.

Ability to analyze law enforcement problems and adopt effective programs for action.

Ability to plan and coordinate the work of subordinates; ability to prepare accurate and comprehensive reports.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies and the public.

Ability to perform moderate/heavy physical work, to lift and carry up to 100 pounds;

Ability to stand, walk, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to direct traffic, use firearms, chase a suspect, and operate a radio, keyboard and a vehicle;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, manuals and reports and accurately fire a weapon.

Ability to participate in physical combat under high stress situations.

Ability to react appropriately in high stress situations.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work, to lift and carry up to 100 pounds;

POLICE LIEUTENANT – cont.

Ability to stand, walk, sit, ride, climb, bend, kneel, crawl, twist, pick, pinch, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to use a firearm, baton and similar items, to run and operate a vehicle;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, statutes, manuals, reports and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a Bachelor Degree in Criminal Justice or related major; four years of police experience including one year as a Police Sergeant.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license; certified as a Police Officer by the State; certified as an instructor in specialized subjects, supervisory techniques, management and equipment used as assigned and certified in CPR. Must meet all Civil Service requirements.

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