

POLICE LIEUTENANT

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general direction, 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:

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; personally handles the more difficult complaints and problems; plans the training activities; trains and instructs subordinates; conducts internal affairs investigations; oversees FTO program; reviews reports by officers for content and clarity; serves as commander of the Department in absence of the Chief and 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; 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; reviews incident reports for content, accuracy and clarity; trains officers in the field.

OTHER DUTIES: Attends staff meetings; delivers Council packets; performs house watches.

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.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a Bachelor Degree in Criminal Justice or related major; five years of police experience including two years 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.

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