

POSITION DESCRIPTION

Police Lieutenant

Department:	Police	Job Code:	200-002
Division:	Administration	Grade:	Range 20
Location:	Police Station	Date:	July 1, 2023

GENERAL PURPOSE:

The Police Lieutenant serves at the preference of the Chief of Police and acts as the Department Head in the absence of the Chief.

The Lieutenant serves as a first line supervisor and middle manager, supervising all personnel classified as police officers and/or Corporal. The Lieutenant supervises and monitors the daily operation of the police station. The Lieutenant plans and directs the utilization of manpower and resources available through development and maintaining the work schedule and department training needs. The Lieutenant is responsible for assisting in the training of all supervised personnel and for their conformance to standards and procedures established within the department.

The Lieutenant performs a variety of duties related to law enforcement and crime prevention through patrol and investigation. These duties include traffic control through enforcement of City and State traffic laws, enforcement of Federal and State laws, City Ordinances, and all other applicable regulations, accomplished through the use of accepted police policies and practices.

The Lieutenant assists with the development and implementation of department policies and procedures and assists with the creation and utilization of the department budget.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Chief of Police.

SUPERVISION EXERCISED:

Exercises supervision over police officers, communication officers, and administrative staff and program volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans the placement of available personnel according to the expected need and workloads, by area, time and day of the week.
2. Directs and supervises the activities of personnel.

3. Reviews and directs distribution of reports filed by personnel.
4. Insures that investigation of crimes is carried out in accordance with law and policies.
5. Inspects the person, equipment and appearance of personnel, taking necessary action to insure that high standards are maintained.
6. Assists with the duties of a patrol officer as necessary.
7. Keeps informed on current crime problems, directing personnel toward solving these problems.
8. Counsels personnel through corrective action and/or discipline as necessary.
9. Assists in the training and enhancement of personnel on department standards and procedures.
10. Assists the Chief of Police and other supervisors to complete performance evaluations.
11. Patrolling roads, highways, business and residential areas of the City and enforcing traffic and criminal laws and Ordinances. Conducting building security and vacation checks. Investigating suspicious persons and vehicles.
12. Preliminary investigations of crimes and other offenses and completion of investigations begun by others.
13. Responding to a wide variety of radio calls with appropriate actions.
14. Investigating traffic accidents and criminal complaints, making arrest and issuing citations when necessary. Booking, handling and transporting prisoners to other jurisdictions.
15. Preparing full and comprehensive reports on all activities which require written reports.
16. Performing minor first aid at accident scenes and directing traffic as necessary.

17. Assisting in the development of crime prevention programs and other community relations activities. Occasionally may be asked to make presentations to citizen groups.
18. Appearing in court as a witness.
19. Attending all training session conducted or required by the Chief of Police, policies, procedures and state and federal standards.
20. Assist the public as needed.
21. Assisting in the planning and implementation of Police Department training programs.
22. Assisting the Chief of Police in routine administrative duties as directed, including maintaining department records, preparing reports, shift scheduling, internal affairs and internal investigations.

MINIMUM QUALIFICATIONS:

EDUCATION: Minimum of two years of college with major course work in public administration, law enforcement, organizational behavior, social sciences, other related fields. Bachelor's degree preferred.

EXPERIENCE: Minimum of an intermediate certificate, or the ability to obtain within six months of hire and four years of law enforcement experience.

KNOWLEDGE OF: All phases of the police officer's job description. Sound application of supervisory skills. Applicable federal, state and local laws and ordinances. Principles and techniques of modern law enforcement investigation work.

SKILLS: Supervision, criminal investigations, proficiency in the use and application of firearms, tear gas, and other weapons used in law enforcement. The handling of toxic and/or hazardous materials. Communicating orally with the public. Establish and maintain working relationships with other employees, both with the City and the department and maintain open channels of communication and cooperation with other law enforcement agencies, public officials and citizens by dealing firmly, yet courteously with them.

ABILITIES: Direct others in criminal investigations, fulfill responsibility for decision making, identify problems and present solutions. Carry out investigations, evaluate pertinent facts and draw conclusions when all facts have been analyzed; obtain

information through interviews, interrogations and observations, prepare clear and comprehensive reports based on information obtained. Operate assigned equipment, including vehicles, skillfully, safely and in conformance with applicable laws and regulations. Physical strength, agility and endurance sufficient to perform all duties of the position.

SPECIAL REQUIREMENTS:

1. Valid Oregon Driver's License, without record of suspension/revocation in any state.
2. Ability to meet DPSST physical standards.
3. Must be twenty-one years of age or older at time of hire.
4. No felony convictions or disqualifying criminal histories.

TOOLS AND EQUIPMENT USED:

1. Police car, police radio, radar gun, handgun and other weapons as required, handcuffs, Breathalyzer, Automated External Defibrillator (AED), pager, first aid equipment.
2. Personal computer, including word processing, spreadsheet, database management software; standard law enforcement tools, devices, and equipment.

PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; run in pursuit; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
3. The noise level in the work environment is usually moderate and at times may be loud.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENTS:

Acknowledged: _____
Applicant / Incumbent

Approval: _____
Appointing Authority

Effective Date: July 1, 2023

Revised: June 19, 2023