



## **Police Lieutenant**

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**DEPARTMENT:** Police  
**DIVISION:** N/A  
**SUPERVISOR:** Police Chief  
**CLASSIFICATION:** Exempt (not overtime eligible)  
**UNION:** No  
**CONFIDENTIAL:** Yes

### **POSITION SUMMARY**

Performs a variety of routine and complex public safety work in the administration of the Police Department. Operations officer for the Police Department, who's duties encompass, but are not limited to, supervises police patrol, investigation, traffic regulation, and related law enforcement activities. Performs duties of the Day Shift Commander.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Police Chief.

### **SUPERVISION EXERCISED**

Exercises general supervision over police sergeants, detectives, and subordinate officers, and support staff. This position is second in command of the Police Department, subordinate only to the Chief of Police, and has authority to administer discipline, both time-loss and non-time-loss, in compliance with the City's personnel Policies and any Collective Bargaining Agreement in effect.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Plans, organizes, assigns, review, and supervises the daily functions, operations, and activities of the Police Department, including field operations, criminal investigations, code enforcement, community programs, communications, and records management and reporting.
- Manages internal investigation processes in accordance with policies and procedures.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Supervises the work of sworn and non-sworn staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responds to emergency and non-emergency situations as needed; supervises investigations; performs the full range of patrol, investigative, and related law enforcement duties of an officer and assumes a command role as appropriate; oversees and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.

- Oversees and commands the Special Investigative Unit, responsible for selection of members, training, and equipment for unit, assumes a command role as appropriate; oversees and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of assigned programs, projects, operations, and services; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Plans, coordinates, and implements training programs for department staff; assists with development of individual training plans and makes recommendations for training; ensures staff complies with DPSST mandatory training requirements.
- Provides staff assistance to the Police Chief; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Determines how to deploy personnel during emergency responses.
- Maintains contact with police supervisory personnel to coordinate investigation activities; provide mutual assistance during emergency situations; and provide general information about Police Department activities.
- Serves as a liaison for assigned functions with other city departments, outside agencies, and the public; serves on various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in law enforcement; monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Coordinates and supervises the training, assignment, development of subordinates, to include documenting periodic performance evaluation for assigned personnel. Coaches, mentors, and develops employees to maximize performance and encourage development. Includes creating and maintaining performance plans to ensure proper development and succession.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances and Police Department policies.
- Oversees and assists, as needed, Police Department responses to emergency radio calls; in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations; takes appropriate law enforcement action, and to otherwise serve and protect.
- Manages department facilities and equipment maintenance, including planning, prioritizing, and scheduling capital improvement and maintenance projects in coordination with management; reviews plan, and specifications and recommends changes as appropriate to

meet operational needs; oversees the work of contractors to ensure compliance with city standards.

- Acts as the department's public information officer, as needed, maintaining positive relations with the media and public.
- Reviews, evaluates, and develops programs, policies, and procedures for various departmental operations.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Performs related duties as assigned.

## **PERIPHERAL DUTIES**

- Interviews suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders and prepares cases for giving testimony and testifies in court proceedings.
- Coordinates activities with supervisors of other City departments; exchanges information with officers in other law enforcement agencies; and obtains advice from the City Attorney, Court Administrator, and Municipal and State Prosecutor's Office regarding cases, policies, and procedures.
- Decides case priorities and determines when to take over an investigation. Analyzes and recommends improvements to equipment and facilities, as needed.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Monitors and observes patrol or investigative activities to ensure that conduct and performance conforms to Police Department standards.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent supplemented by a minimum of eighty term hours or a two-year degree from an accredited college, or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- Completion of the basic law enforcement training academy or equivalent; and
- Minimum of seven years work experience as a fully commissioned police officer, three of which shall have been in a supervisory position; or

- An equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct law enforcement programs and activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Research and summarize information; prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Effectively represent the department and the city in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state, and
- Ability to meet Police Department's physical standards, and
- Must within two years from date of appointment, obtain a management level certification issued by the Oregon Department of Public Safety Standards and Training.

### **TOOLS AND EQUIPMENT USED**

Police issued weapons and equipment as required.

## **PHYSICAL DEMANDS**

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.

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; 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. The employee is frequently required to wear a "duty belt" around the waist weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 pounds, and on occasion may be required to engage in physical altercations with persons subject to arrest who resist.

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**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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.

The noise level in the work environment is usually moderate.

## **EMPLOYEE ACKNOWLEDGMENT**

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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.

I acknowledge that I have received a copy of the **Police Lieutenant** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

\_\_\_\_\_  
Police Lieutenant

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date