

POLICE LIEUTENANT

POSITION SUMMARY: To supervise or assist in supervising the personnel and work activities of a police bureau or division; to assign work and evaluate the performance of subordinate police officers; to investigate and take charge of emergency situations in the absence of a superior officer; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision or superior officer.

SUPERVISION EXERCISED: Supervision is exercised over a group of subordinate police officers and clerical or other employees.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assign, review and analyze the work performance of employees in the division and assure compliance with departmental rules and regulations.
2. Assume command of investigations or emergency situations in the absence of a superior officer.
3. Review reports and investigate complaints or irregularities.
4. Investigate cases of alleged misconduct by bureau personnel.
5. Patrol the city to insure proper performance of duties by subordinate officers.
6. Assist in prosecutions by preparing and presenting evidence.
7. Plan, research and implement divisional programs.
8. Assist in training subordinate police officers.
9. Establish work schedules.
10. Supervise and participate in the prevention and suppression of crime, the arrest and prosecution of law violators and other law enforcement activities.
11. Search for and preserve evidence.
12. Supervise and participate in criminal investigations and in case preparations.
13. Prepare detailed records and reports.
14. Supervise and participate in traffic law enforcement activities, including accident investigations.
15. Supervise and participate in traffic safety and education programs.
16. Review and analyze traffic accident reports.

17. Perform various investigative and research activities as required.
18. May oversee a liaison program with area schools.
19. Prepare correspondence, records and reports.
20. Prepare reports for budget purposes and in the maintenance and purchase of division equipment.
21. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Considerable knowledge of modern police science and administration.
- B. Considerable knowledge of applicable Federal, State and local laws and ordinances.
- C. Considerable knowledge of the geography, streets and important locations within the city.
- D. Considerable knowledge of the departmental rules and regulations.
- E. Ability to train and coordinate the work of subordinates.
- F. Ability to act effectively in emergencies.
- G. Ability to work effectively with other officials, employees and the general public.
- H. Graduation from an accredited high school.
- I. Advanced specialized training in police science, supervision and administration.
- J. Considerable experience in various police activities including one or more areas of specialty, and involving supervisory and responsibility.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

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