

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURE OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting a Police Captain in managing the activities of an assigned shift. Work involves responsibility for assisting in directing, coordinating and supervising operations and personnel of the department. Work is performed under general direction in accordance with accepted police practices and departmental regulations, and is reviewed through reports and conferences. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and jail operations. Monitors any local conditions which may create situations the department may be called upon to handle.

Prepares records required to document the activity of an assigned section or division. Uses the department's computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises subordinate police personnel. Reviews work and delegates work assignments. Outlines responsibilities and duties, explains policies, procedures, and rules, so that subordinates will know what they are expected to do. Reviews reports written by subordinates making sure that assigned jobs were completed in accordance with departmental procedures. Monitors work pace and progress of assigned jobs in order to determine if changes are required. Inspects the appearance of subordinate personnel to ensure that this meet departmental standards for safety and propriety. Maintains discipline among employees of the department by conducting corrective interviews and recommending disciplinary action to a superior. Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Sergeant for at least one (1) year immediately preceding closing date for application to the board.

Must possess a valid driver's license.

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