

## **POLICE LIEUTENANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duties of which are the management of the operations of an assigned department section and the supervision of subordinate personnel within that section. A Police Lieutenant will be directly responsible for the work of the traffic control and traffic accident investigation section, and the detective section, as well as internal investigations, technical services, and support services and may be assigned patrol work. Employees of this class produce required reports and provide for the care and maintenance of assigned equipment, in addition to performing public relations duties. Police Lieutenants have the authority to work independently in most areas. They report to and have work reviewed by the Police Major in charge of the division or Captain in their chain of command. 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.

Manages the operation of a police department section or service. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies or procedures are needed. Investigates or directs complaints against assigned department personnel and may formulate a recommendation for reply to the complaint when directed by the Police Chief.

Interprets departmental policies, rules, and regulations; plans and supervises the recruitment, selection, training, and assignment of volunteer officers.

Compiles and analyzes data needed, and writes reports required to document the activity of the assigned section.

Answers questions for the public about the operation of the police department or any related areas of law enforcement operations.

Supervises assigned department subordinates. Holds meeting for the purpose of receiving reports and disseminating information. Conducts roll call and inspects the appearance of assigned personnel to insure compliance with departmental standards for

safety and propriety. Provides assistance in technical areas of work. Evaluates the work performance of subordinates and writes employee evaluation reports. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline among assigned employees.

Supervises the use and maintenance of assigned department vehicles, equipment, and property.

Manages assigned law enforcement activities of the department, including traffic control and traffic accident investigation, criminal investigation, special tactical operations, and handling of juveniles. Makes case or duty assignments; confers with subordinate supervisors to resolve operational and workload problems and prepares personnel assignment rosters.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

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

Must be a regular employee in good standing in the rank of Police Sergeant.

Must, if employed after October 18, 1989, show evidence of successful completion of twenty-seven (27) hours of bonafide college level courses required by an accredited curriculum in order to be promoted to the rank of Lieutenant.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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