

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible supervisory law enforcement positions, the primary duties of which are 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 in accordance with accepted police practices and departmental regulations. 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. Supervises assigned functions of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised.

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. Prepares news releases or any other type of official department position paper for publication after prior approval from chief of the department.

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. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. 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 test.

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

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 possess a valid driver's license.

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

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