

**POLICE LIEUTENANT**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory positions of law enforcement, the primary duties of which include the management of the patrol division or any other assigned division of the police department. Employees of this class participate in developing procedures to accomplish the aims of the department and make recommendations for planning of programs and activities for the assigned division. Police Lieutenants participate in the personnel management function of the department and supervise the maintenance of vehicles and equipment. Employees of this class work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Captain. This class ranks immediately 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 operations of an assigned division which may include patrol, traffic control, accident investigation, criminal investigation, juvenile procedures and the reserve officer division. Handles situations that arise unexpectedly or in the absence of a higher ranking officer. Schedules and deploys available manpower in a manner which most effectively provides required services while minimizing expense. Conducts inspections and evaluates the effectiveness of assigned services. Takes appropriate action to correct problem areas or make changes in operational procedures and policies. Participates in the personnel selection program of the department by reviewing applications and interviewing potential employees. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Conducts research to be used in making management decisions and for the planning of programs and activities. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises subordinate police department employees by reviewing work to be done, delegating assignments and outlining responsibilities so employees will know what is expected of them. Sets task priorities for subordinates in order to best accomplish the goals of the department. Generates work schedules in compliance with budgeted payroll limitations and approves leave for lower-ranking officers, making sure that sufficient personnel are available for each shift. Ensures that subordinates are supplied

with the resources necessary to do their jobs. Calls special meetings with subordinate employees to provide new or changed information relating to all patrol shifts. Oversees on-the-job training for department members and provides assistance in specialized areas of work. Counsels employees who are experiencing work problems to establish responsibility for solving the problem. Handles employee complaints and grievances providing an outlet for expression and a procedure for resolution. Oversees and maintains discipline by enforcing department regulations and conducting corrective interviews. Recommends disciplinary action to superiors as necessary. Evaluates the work performance of subordinates and writes employee evaluation reports. Schedules officers to work large public events such as festivals or parades as part of their regular work week. Coordinates requests from the public to schedule off-duty officers for security detail work at private events.

Performs fleet management duties for the department, supervising the general care, inspection, maintenance and safe use of all department vehicles as well as equipment and property. Assigns repair and maintenance tasks to qualified department personnel, if possible. Locates outside services and obtains cost estimates for the repair and maintenance of department vehicles, equipment or facilities as needed. Ensures officers have preventative maintenance performed on their assigned vehicles and keeps records of maintenance and repairs. Assists a superior officer with the investigation of accidents involving department equipment or personnel. Researches and reports on equipment being considered for purchase in the patrol division. Orders supplies and equipment; disburses to department personnel as needed.

Directs patrol activity by assigning subordinates to targeted areas in order to increase police visibility, discourage illegal activities, detect traffic violations and maintain public safety. Oversees the operation of police radar, vehicles and radios in accordance with department procedures. Reviews tactical plans for response to various emergency situations. Participates in disaster control activities, supervising such in accordance with pre-arranged plans. Debriefs responding officers after an incident to ensure adherence to department protocol. Sends evidence to the state crime lab for scientific evaluation, ensuring the chain of possession is protected and documented. Provides for the security of evidence held at the police department and disposes of evidence as necessary, following established procedures. Prepares for court testimony; testifies in court as required.

Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records. Assists in the preparation of the departmental budget by gathering information and reviewing divisional operating budgets. Reviews and approves purchase requisitions, vouchers for payment or related financial records, submitting such to the proper authority.

Completes forms and creates records related to purchasing, evidence, payroll, overtime and employee counseling. Gathers,

analyzes and organizes information in order to write letters and reports. Prepares correspondence to answer written or oral requests or as needed to handle departmental problems. Reviews incoming communications and routes work to the appropriate person or location. Develops new forms or revises old ones to improve the efficiency of documentation. Records pertinent information relating to daily work activities onto log sheets. Reviews reports written by subordinates checking for accuracy of work and adherence to departmental procedures.

Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Serves as an official department representative at any assigned meetings in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service. Assists in determining target areas for crime prevention and in developing a community relations program to meet identified community needs. Promotes a positive image of the work of the department in the daily performance of duties.

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 possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding closing date for application to the board.