

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duty of which include the management of the operations on an assigned shift and the supervision of subordinate personnel within that section. Police Lieutenants have authority to perform most duties independently with general supervision from a Police Captain. Duties are occasionally hazardous and require the ability to assess a situation and quickly determine a course of action based on the law and established procedures. This class reports to and has 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.

Assists in the deployment of available manpower in a manner that is most efficient and economical to the department. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Personally completes any records or forms assigned. Promotes a positive public image of the work of the department in the daily performance of duties, and by interacting with community members.

Supervises subordinate police department employees. Outlines responsibilities and duties for subordinates and provides subordinates with proper tools, supplies and work space in order to efficiently and safely carry out their assignments. Provides on-the-job training for department members, including providing assistance in technical areas of work. Sets work schedules, monitors work pace, reviews reports written by subordinates, and evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and maintains discipline among employees by conducting corrective interviews.

Oversees assigned law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations, communications and records division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

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