

POLICE LIEUTENANT

NATURE AND VARIETY OF WORK

This is supervisory level law enforcement police work. Incumbents in this class typically serve as station commanders. Responsibilities extend to supervising a number of police functional units; assigning work to subordinates; acting as shift supervisor; evaluating the work of subordinates and conducting internal investigations of police misconduct. Work is performed under the general supervision of a higher level police supervisory/management position. Work performance is evaluated in terms of the incumbents contribution to the overall departmental goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions.

Plans, organizes and controls the operation of police units under his/her command.

Prepares, reviews, corrects and approves reports from subordinates.

Initiates disciplinary actions/procedures and sets up investigative committee/hearing boards.

Collects and analyzes data.

Assists in administering drug tests to police officers.

Provides and advises first line supervisors on disciplinary procedures/actions.

Conducts staff inspections to alert the Police Department of potential problems.

Directs activities at various scenes, i.e., accidents, riots, serious crimes and unusual disturbances.

Serves on a variety of public relations committees.

Conducts field investigations and checks criminal background using variety of automated systems.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of police rules, regulations, laws, principles, procedures and ordinances.

Ability to deal tactfully and diplomatically with the public, peer groups and subordinate personnel.

Ability to supervise subordinate level personnel.

Ability to extract information through interviews.

Good interviewing and investigative skills.

Skill in the use of firearms.

Ability to communicate effectively both orally and in writing, i.e., prepare reports.

Ability to examine facts and apply appropriate rules.

Ability to use automated systems.

MINIMUM QUALIFICATIONS

Considerable experience in police work, at least one years' experience in the rank of Police Sergeant; graduation from High School or GED, supplemented by specialized training in recognized police schools, preferably supplemented by the completion of college courses; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

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