



Police Lieutenant

DEFINITION

Under general direction, direct, manage, supervise, and coordinate the programs and activities of the Police Department; coordinate assigned activities with other City departments, divisions, and outside agencies; provide highly responsible and complex administrative support to the Police Chief; and serve as Police Chief in the absence of the Police Chief.

SUPERVISION RECEIVED

Reports to the Police Chief.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage, coordinate, and supervise the organization, staffing, and operational activities of the Police Department.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the short and long term efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Police Chief; direct the implementation of improvements.

Supervise field training, officers' programs and functions; communicate and transmit the policies of the Department to subordinates and suggestions of subordinates to the Police Chief.

Supervise and coordinate the investigative activities of the Department; review officers' reports as necessary.

Oversee animal control and clerical functions; perform specialized work; carry out crime prevention, DARE, Special Response Team, barricade and hostage situations, mounted and bicycle patrol, use of training in special equipment, or field and other training programs.

Carry out internal investigations of the Department and personnel.

Investigate complaints and take command in the case of emergency or major law enforcement and hazardous materials and device problems; confer with the Police Chief on departmental policies and procedures; handle complaints and prepare operating statements for the department; conduct background checks of employment candidates.

Analyze traffic and crime problems and recommend plans, assignment of personnel and equipment, and training to meet such problems.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for the Department; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Department annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for assigned division with other City departments, divisions, and outside agencies; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations, and the general public; attend and speak at various community functions and meetings; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Police Chief; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate.

Participate on a variety of interdepartmental committees; attend and participate in professional group meetings; attend seminars and training courses; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as Police Chief upon the absence or request of the Police Chief.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.

Concepts of tactical and emergency operations management.

Research, application, and administration of grant projects.

Concepts and principles of community oriented policing.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of law enforcement program development and administration.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Law enforcement theory, principles, practices, and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Functions and objectives of federal, state, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Local geography, City streets, public buildings, and businesses.

Safe driving principles and practices.

Skill to:

Operate firearms and other modern police equipment.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely in all weather conditions.

Ability to:

Provide administrative and professional leadership and direction for the assigned division of the Police Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services.

Manage, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and Police Chief issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply federal, state and local policies, procedures, laws, and regulations.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Eight years of increasingly responsible law enforcement experience including three years of management and supervisory experience.

Training:

Equivalent to a high school diploma supplemented by two years of college level coursework.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of current Wyoming P.O.S.T. certification.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 lbs.; some and/or periodic exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites; availability for shift work.

Effective date: June 2006

Revised: February 2009