



# LIEUTENANT

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Lieutenant	<b>Effective Date:</b>	September 1, 2019
<b>Working Titles:</b>	Administrative Lieutenant, Patrol Lieutenant, Investigations Lieutenant, Support Lieutenant	<b>Type:</b>	Management/Supervisory
<b>Department:</b>	Police	<b>Supervisor:</b>	Chief of Police
<b>FLSA Status:</b>	Exempt	<b>Supervises:</b>	Sergeants, Support Services Supervisor, Police Officers, Crime Analyst, Non-Sworn Employees, Volunteers

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### CLASSIFICATION SUMMARY

The Lieutenant holds a senior level management position, overseeing administrative programs, operations and activities of a division of the Police Department through subordinate supervisors and other personnel. This position provides highly responsible and complex staff assistance to the Chief of Police. Acts in the capacity of the Chief of Police during their absence. This position works with and at the direction of the Chief of Police to manage all subordinate functions of the police department; ensuring activities are consistent with community and industry standards and expectations and in keeping with the mission of the Police Department. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

### SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

### PHYSICAL & MENTAL DEMANDS – SAFETY – WORKING CONDITIONS

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Physical & Mental Demands

Mental alertness is important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle current contacts and involvement with dangerous and potentially dangerous people, animals and equipment, using only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control.

#### Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

## **Working Conditions**

In order to interface with and be available to all subordinate personnel, the Police Lieutenant may work various shifts. Incumbents are expected to attend meetings and other functions during regular business hours and evenings. Lieutenants will experience call-outs at various hours around the clock, seven days per week, and are expected to work outside normal work hours as needed and without prior notice.

Working conditions will vary. Although tasks are performed primarily indoors in an office environment, some tasks will be performed outside, often working from an emergency response vehicle in varying and sometimes extreme weather conditions. The positions of Administrative Lieutenant, Patrol Lieutenant, and Support Lieutenant are primarily uniformed positions; however, meetings and other functions may dictate that civilian clothing be worn. The position of Criminal Investigations Lieutenant is primarily a non-uniformed position; however, s/he is expected to maintain a uniform and wear it occasionally. Duties include risk of exposure to bloodborne pathogens and disease.

## **ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES**

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, and operating a motor vehicle safely and legally while on City business.

### **100% Job Duties**

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Provides progressive and responsive leadership to the Police Department.

Supervises subordinate employees in their assigned duties including assigning work, training, evaluating performance, taking necessary disciplinary action, employee development, and recommending hiring and termination decisions.

Responsible for scheduling and coordination of personnel. Schedules and conducts meetings. Makes day-to-day police assignments as required by the needs of the service. Determines how to deploy personnel during emergency responses.

Monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.

Maintains department equipment and facilities. Analyzes and recommends improvements to equipment and facilities, as needed.

Oversees and may personally participate in investigating major criminal law violations occurring within the jurisdiction of the Department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Must be able to provide credible sworn testimony.

Provides budget analysis and recommendations; drafts and prepares the annual budget in area(s) of responsibility; reviews and monitors expenditures to remain within established budgetary constraints.

Prepares a variety of reports and records. Reviews a variety of police-related reports prepared by subordinate officers or others. Reviews, evaluates, and develops programs, policies, and procedures for various department operations.

Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, regarding cases, policies, and procedures.

Monitors and observes investigative activities to ensure that conduct and performance conforms to department standards.

Coordinates the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provide general information about department activities.

Maintains contact with general public, court officials, and other city officials in the performance of police activities.

Maintains regular job attendance and adherence to working hours. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Oversees and assists, as needed, in the patrol of city streets, parks, and commercial and residential areas to preserve the peace, enforce the law, control vehicular traffic, prevent or detect, and investigate misconduct involving misdemeanors, felonies, and other law violations and otherwise serve and protect.

Oversees and assists, as needed, in the response to emergency radio calls; investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Operates a motor vehicle safely and legally.

Establishes goals, objectives, and philosophies for training.

Provides staff input to City Council and Council Committees as assigned.

Informs the Chief of Police of information or actions within the assigned division.

Participates in determining facts of administrative/internal investigations involving officer involved shootings, accidents, etc. and ensures compliance with laws and Departmental policies. Issues discipline and/or makes recommendations to the Chief of Police for disciplinary action arising from such investigations for assigned divisions, as set forth below. Conducts internal affairs investigations regarding possible officer misconduct.

### **Patrol Lieutenant**

The Patrol Division includes four patrol squads and the Community Response Unit (CRU), the Reserve Officer Unit, Police Cadet Unit, and volunteers. Primary responsibilities include managing patrol and CRU teams and members in their proficiency, including their understanding and deployment of modern policing strategies and methods, and in the use of those strategies and methods to identify and solve persistent crime and livability problems in the community. Similarly, neighborhood and business relations, including programs similar to Neighborhood Watch, are the responsibility of the Patrol Lieutenant.

### **Investigations Lieutenant**

The Investigations Division includes Detectives and the Crime Analyst. Primary responsibility is to manage the division members in their proficiency, including their understanding and deployment of modern policing strategies and methods of investigation and analysis. Works cohesively with the Patrol Lieutenant to seek out and support department focus toward problem oriented policing.

### **Support Lieutenant**

The Support Division includes the School Resource Officer Unit, Traffic Safety Unit, Support Services Unit, and volunteers. Primary responsibilities include managing the division members in their proficiency, including their understanding and deployment of modern policing strategies and methods, and material and technological support to the department, including but not limited to vehicle maintenance; all technologies, including mobile data, record management systems, electronic citations, and radio upgrades and maintenance; and facilities management, including in-custody compliance. Works cohesively with the Patrol Lieutenant to seek out and support department focus toward problem oriented policing.

### **Administrative Lieutenant**

Administration includes the Chief of Police, the Administrative Assistant, and the Administrative (Admin) Lieutenant. Primary responsibilities include highly responsible and complex administrative assistance to the Chief of Police, including performing such duties as public information officer, risk management, internal affairs administration, coordination of recruitment and hiring, coordination of training, and similar administrative duties. The Admin Lieutenant is not in the chain of command and does not have assigned supervision of subordinate members but possesses the authority of a lieutenant to direct personnel as needed. Because the Admin Lieutenant has a department-wide view of personnel and agency performance, the Admin Lieutenant works cohesively with the Patrol, Investigations and Support Lieutenants (Division Commanders), providing support regarding performance trends, recurring policy violations, and similar topics.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

Associate degree from an accredited college or university in law enforcement, criminal justice administration, police science, social sciences, or similarly related field, and eight or more years of law enforcement experience; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

**Skill & Ability**

- Verbal and written fluency in the English language.
- Must be able to provide credible sworn testimony.

**Licenses, Certifications & Other Requirements**

- United States citizen.
- 21 years of age at time of appointment.
- Free of criminal convictions defined by Oregon Administrative Rule.
- Be of good moral character.
- Pass the Pre-Background Screening (Integrity Interview).
- Pass a comprehensive background investigation.
- Pass medical and psychological evaluations.

**Must possess**

- Oregon Department of Public Safety Standards and Training (DPSST) Advanced Certification (out of state candidates must obtain within 1 year after appointment).
- Must have or be able to obtain Oregon DPSST Management Certification upon completion of two years of service in the position.
- Valid driver license at time of hire and maintained during employment.
- Required at time of appointment: possession of Law Enforcement Data System (LEDS) certification and Criminal Justice Information Services (CJIS) clearance or must obtain both within 90 days. Must be maintained during employment.

**ADDITIONAL QUALIFICATIONS****Knowledge**

- Practices, principles, and procedures of police administration, criminal investigation.
- Safety regulations, procedures, and practices in law enforcement.
- City, state, and federal laws and regulations pertaining to police service.
- Fiscal management including budget preparation, expenditure control, and record keeping.
- Management and supervisory principles, practices, and methods.
- Modern methods and techniques used in prevention, investigation, and suppression of criminal activities.

**Skill & Ability**

- Plan, organize, and oversee assigned work programs including monitoring work schedules and evaluating the work of subordinates.
- Develop division or unit goals and objectives.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with managers, supervisors, and employees.
- Communicate effectively, both orally and in writing, regarding complex or sensitive issues.
- Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.
- Perform effectively in emergency and stressful situations.

**Licenses, Certifications & Other Requirements**

- Required within six months of promotion or hire: NIMS ICS 100, 200, 700, and 800 Certifications.
- Required within two years of promotion or hire: NIMS ICS 300 and 400 Certification.