

City of Centerville
Job Description

Job Title: Lieutenant: CID/ADMIN

Department: Public Safety/Police

FLSA Class: Exempt

Pay Scale: Salary

Reports to: Chief of Police

Grade/Step: N/A

Date Created: 12/2020 (Edited 01/2021)

POSITION SUMMARY:

This is a highly responsible administrative and managerial position concerned with planning and directing the activities of the Criminal Investigative Division, Code Enforcement, Animal Control, and Training. Work is performed in accordance with established policies and procedures, and existing Federal, State, and Local Law. An employee in this classification has considerable latitude in the exercise of individual initiative in the performance of duties and responsibilities of the position. Duties are performed under the direct supervision of the Chief of Police.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following duties are **representative** of the work required for this job. **These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Plans, directs and oversees the operation of Criminal Investigations as well as Training, Code Enforcement, and Animal Control. Must assure optimum efficiency and effectiveness is maintained.
- Assists the Chief of Police with preparation of an annual operating budget for the Department.
- Prepares news media releases and other information for community distribution by the Chief of Police.
- Receives, reviews and maintains monthly reports of the activities of the Criminal Investigative/Administrative Division.
- Assists with the development of Departmental Policies and Procedures, including general orders.
- Inspects or causes to be inspected all Police Equipment and Employees within the assigned Division on a routine basis.
- Serves or designates someone to serve as the Police Department Training Officer and is responsible for tracking any and all Officer Training Requirements.
- Effects changes in the operational procedures to obtain desired Departmental results. Provides assistance or advice with difficult or unusual problems.
- Stays abreast of Crime Trends and informs Departmental Employees accordingly.

- Reviews daily activity and statistical reports, arrest reports, and accident reports. Prepares summaries for media distribution. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Takes personal charge of major incidents where unusual or very difficult circumstances exist in the absence of the Chief of Police.
- Handles citizen complaints related to the Police Department.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of Law Enforcement and Crime Prevention.
- Carries out Special Assignments as requested by the Chief of Police.
- Performs any and other duties assigned.
- May serve when necessary as acting Chief of Police in the absence of the present Chief of Police, or when directed by Mayor and Council.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in dealing with problems concerning public relations and the ability to foster public confidence and interest in the workings of the City.
- Ability and willingness to effectively speak before public groups on topics related to the duties of Police Officers.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare clear and comprehensive reports, letters and other written communication.
- Knowledge of the geography of the City of Centerville, including roads, streets, subdivisions and other neighborhoods and commercial and industrial areas.
- Knowledge of city policies and procedures.
- Skill in oral, written and non-verbal communication
- Knowledge of relevant federal and state laws, city ordinances, and departmental policies and procedures.
- Knowledge of the criminal justice system and court procedures.
- Knowledge of investigating techniques and procedures.
- Knowledge of crime prevention techniques.
- Knowledge of first-aid and CPR techniques.
- Skill in the use of firearms, communications equipment, and other standard and specialized law enforcement tools and equipment.
- Skill in supervisory techniques.
- Skill in observing and preserving evidence.
- Skill in gathering information and preparing reports.
- Skill in decision-making based on sound judgment.
- Skill in oral and written communication.
- Skill in operating general office equipment, including a calculator, copier, fax, computer and various computer programs (Microsoft Word, Excel, etc).

MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Lieutenant over CID/Administrative Services shall possess at least 7 years of continuous, sworn law enforcement experience and have at least one course in the Georgia Peace Officer's Standard and Training Council accreditation program of Supervision.

Education and Experience Guidelines- Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Two years of college level course work that includes criminology, criminal justice, police Science, business administration, public administration, or a related field.

Experience:

Seven years of increasingly responsible law enforcement experience in all major phases of police work including two years of administrative and supervisory experience at a level comparable to a Police Sergeant with the City of Centerville.

License or Certificate:

Possession of an appropriate, valid driver's license
Possession of a POST Supervisory Certificate
Possession of CPR and First Aid Certificate

The Lieutenant over CID/Administrative Services shall complete additional Georgia POST courses in Supervision and Management. The CID/Admin Lieutenant may be required to attend Chief Executive Training within twelve months of appointment to the respected Rank. CID/Admin Lieutenant must also maintain POST Certification as well as Certification in the operation of RADAR, Intoxilizer 9000, and Firearms. The CID/Admin Lieutenant shall possess the experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and solve problems accordingly.

SUPERVISORY CONTROLS and/or RESPONSIBILITIES:

The Lieutenant of CID/Admin reports directly to the Chief of Police. The CID/Admin Lieutenant assigns and directs the work within the Division (Investigations, Training, Code Enforcement, Animal Control), using a high degree of independent judgement. The CID/Admin Lieutenant shall review completed work for the compliance with Departmental and City Policies.

TRAVEL:

The Lieutenant of CID/Admin is required to travel throughout the city limits as well as to periodically travel to meetings held throughout the State of Georgia. The CID/Admin Lieutenant

is sometimes required to attend meetings that occur during the evening (after normal working hours) and/or during the early morning (prior to working hours). Occasional overnight and/or out of state trips may be required.

GUIDELINES:

The Lieutenant of CID/Admin utilizes regulations, and data set forth in accordance with City of Centerville Ordinances, City of Centerville Personnel Policies and Procedures, applicable Local, State, and Federal Laws and Regulations and other requirements set forth by the State and Local government entities as well as the Georgia Association of Chiefs of Police.

*(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS*

LANGUAGE SKILLS:

The CID/Admin Lieutenant is required to possess the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. The incumbent is required to possess the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. This requires the ability to speak with and before others with poise, voice control, and confidence using proper grammar.

MATHEMATICAL SKILLS:

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMMUNICATION SKILLS:

The Special Operations Investigator must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information, resolve problems, provide service and direct the efforts of others. Contacts are generally made with citizens and local business owners, city employees, judges, attorneys, suspected offenders and members of the public at large.

REASONING ABILITY:

The CID/Admin Lieutenant must have the ability to apply common sense and to exercise good judgment as well as the ability to understand and carry out instructions furnished in written, oral or tabular form.

PHYSICAL DEMANDS:

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to drive a police patrol vehicle, to sit, use a computer, talk, and listen. The employee is frequently required to walk and is occasionally required to run or climb. The employee must occasionally lift and/or move both light and heavy object. Specific vision abilities required by this job include close and far vision, the ability to adjust focus and the ability to distinguish between shades of color. The employee must also be able to use the physical force necessary to restrain persons.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The typical work environment is driving a police patrol vehicle with much time spent outside and a moderate amount of time spent in an office or courtroom setting with noise levels usually being low to moderate.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____