

**City of Centerville
Job Description**

Job Title: Lieutenant
FLSA Class: Exempt/Salary
Reports to: Police Chief
Date Created: 07/2016

Department: Public Safety/Police
Pay Scale: N/A – position salaried/exempt
Grade/Step: N/A

POSITION SUMMARY:

Under administrative direction, plans, directs, manages, supervises, and coordinates the activities and operations of an assigned service area within the Centerville Police Department; develop and manage the public relations and educational activities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to higher ranks as assigned. Duties are performed under the direct supervision of the Chief of Police.

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.***

- Assumes management responsibility for assigned services and activities of a division or service area of the Police Department; may oversee special projects or other assigned areas.
- Assists with creation of multimedia materials for use in various venues, including, training classes, and neighborhood meetings.
- Provides administrative support for community programs and events such as Explorers, Teen Academy, Car Seat Program, Citizens Academy, Public Safety Day, Crime watch, National Night Out, tours and bike rodeos; develops agendas and schedules, books speakers and facilities.
- Supervises the writing, editing, printing and distribution of newsletters and other Department publications.
- Reviews daily activity and statistical reports, arrest reports and accident narratives. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

- Coordinates work activities with other officers and divisions, the Department of Community Relations and other City departments, law enforcement agencies and other relevant agencies and individuals to ensure a timely and consistent message about the City, the Department and local law enforcement activities.
- Maintains awareness of new trends and advances in law enforcement as they relate community relations, or as they are appropriate for community educational outreach; reads professional literature; maintains professional affiliations; attends conferences and training.
- Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures of assigned staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; and to ensure safe work practices, quality, and accuracy; meets with staff to identify and resolve problems.
- Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies. Serves as staff on a variety of boards, commissions, and committees.
- Represents the department with other law enforcement services and allied agencies, other City departments, civic groups, and the public; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas.
- Provides responsible staff assistance to higher ranks; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; develops and prepares new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
- Manages and oversees assigned special projects.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate.
- Coordinates the selection, orientation, training, and evaluation programs for department personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; initiates discipline procedures.
- Assist and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected.

- Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations.
- Responds to major incidents reported to the Police Division and ensures that all personnel are following emergency management protocol; assumes command of incidents as needed for the situation.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate.
- As assigned, assumes command of the department in the absence of the department head.
Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of program development and administration.
- Principles and practices of law enforcement administration, organization, and management.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Methods and techniques of public relations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Recent court decisions and how they affect department operations.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of law enforcement information systems including a computer and applicable software.
- Occupational hazards and standard safety practices.

Ability to:

- Oversee and participate in the management of a comprehensive law enforcement program.
 - Oversee, direct, and coordinate the work of lower level staff.
 - Select, supervise, train, and evaluate staff.
 - Participate in the development and administration of division goals, objectives, and procedures.
 - Prepare and administer large program budgets.
 - Prepare clear and concise administrative and financial reports.
 - 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 and techniques.
 - Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
 - Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
 - Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
 - Delegate authority and responsibility.
 - Select, supervise, train, and evaluate staff.
 - Effectively present information and respond to questions from groups of managers, customers, and the general public.
 - Meet standards for physical endurance, agility, health and vision.
 - Act quickly and calmly in emergency situations.
 - Facilitate group participation and consensus building.
 - Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
 - Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
 - Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
 - Work flexible hours, including nights, weekends, and holidays. □ Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

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:

Six 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 P.O.S.T. Supervisory Certificate.

Possession of CPR and First Aid certifications.

SUPERVISORY CONTROLS and/or RESPONSIBILITIES

The Police Department Lieutenant reports directly to the Police Chief. The Police Department Lieutenant may assign and direct the work of all Department Divisions using a high degree of independent judgment. The Police Department Lieutenant shall review completed work for compliance with Departmental and City policies.

TRAVEL

The Police Department Lieutenant is required to occasionally travel throughout the city limits as well as to periodically travel to meetings held throughout the state of Georgia. The Police Department Lieutenant is sometimes required to attend meetings that occur during the evenings (after 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 Police Department Lieutenant 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 state and federal 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 incumbent 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 Police Department Lieutenant 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 Police Department 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 may be 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 up to 25 pounds. Specific vision abilities required by this job include close and far vision and the ability to adjust focus.

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 minimal 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: _____