

Police Lieutenant

Title: Police Lieutenant	FLSA Status: Exempt	Supervisory Responsibilities: Yes
Reports to: Police Captain	Department Police	Date Created/Last Evaluated: December 2020

Summary

Performs difficult protective service and intermediate administrative work as shift commander for a unit or service area of the Police Department.

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Education and experience equivalent to an associate's degree from an accredited college with major course work in police science or criminal justice and considerable on-the-job training;
- Eight years' experience as a sworn law enforcement officer including at least one year of experience equivalent as Police Sergeant or equivalent position;
- Training and experience requirements as established by the State of North Carolina;
- Have a minimum of an intermediate certification with the North Carolina Criminal Justice Training and Standards;
- Valid NC Driver's license and good driving record.

Knowledge, Skills and Abilities

- Ability to effectively use and qualify with law enforcement tools and weapons including firearms and other safety equipment;
- Thorough knowledge of effective supervisory practices and principles;
- Thorough knowledge of the occupational hazards and necessary safety precautions of the work;
- Ability to plan and supervise the work of others;
- Ability to analyze complex police problems and to adopt effective and reasonable courses of action with due regard to surrounding hazards and circumstances;
- Ability to act quickly and calmly in emergency situations;
- Ability to facilitate group participation and consensus building;
- Ability to operate specialized law enforcement equipment including specialized police vehicles, radios, video systems and radars;
- Thorough knowledge of law enforcement information systems including a computer and applicable software;
- Ability to deal with unpleasant, angry or discourteous people;
- Ability to make arithmetic computations using whole numbers, fractions and decimals;
- Excellent communication skills, oral and written;
- Ability to keep records and prepare detailed reports;
- Ability to establish and maintain effective working relationships with associates, subordinates and the general public;
- Ability to maintain a welcoming and inclusive workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members.

Supervisory Responsibilities

Assigns, directs and inspects work of subordinates. Trains, disciplines, evaluates performance, coaches and counsels subordinates. Makes recommendations regarding hiring, promotion, demotion or suspensions.

Essential Functions

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures;
- 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 the ensure safe work practices, quality and accuracy;
- Participates in the development of the departmental budget;
- Responds to some of the most difficult inquiries and requests for information;
- Assists in the hearing and adjustment of citizen complaints;
- Oversees sensitive and complex internal and external investigations;
- Responds to major incidents report to the Police Division and ensures that all personnel are following emergency management protocol;
- Assumes command of incident as needed for the situation.

Physical Demands

This is medium work requiring the exertion of up to 50 pounds of force to push or lift and up to 150 pounds of pull objects. Requires the ability to crawl, crouch, stoop, climb, sit, stand, and walk over uneven terrain. Requires the ability to speak loudly and clearly to communicate information and ideas so others will understand. Hearing is required to receive detailed information through oral communications and/or to

make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities even in low light conditions. Requires color perception, depth perception and peripheral vision. Requires the ability to respond quickly (with the hand, finger or foot) to a signal (sound, light, picture) when it appears; to reach in any direction with the hands and arms, grasp with the palm and make repetitive motions with the fingers and wrists. Requires stamina to work long hours, possibly in adverse weather conditions.

Work Environment

Work is performed in a standard office setting with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents.

Special Requirements

Requires excellent physical and mental condition and must pass examinations by a physician and psychologist. Work is performed on rotating shifts to cover the job 24/7. The worker is subject to final OSHA standards on bloodborne pathogens and OSHA Respiratory Protection Standard. The position is classified as safety sensitive as defined by the Drug and Alcohol Free Workplace Policy.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

* U.S. DOL, *The revised handbook for analyzing jobs* (Washington, D.C.): U.S. Government Printing Office, 1991.