



POLICE LIEUTENANT

Classification Specification & Job Addendum

City of Springfield, Oregon

This description is not intended to provide an exhaustive list of every duty & responsibility of this position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Police Lieutenant
Classification Code:	PLIEU
Effective Date:	12/1/2014
Pay Grade:	D63
FLSA Status:	Exempt

Classification Summary

The Police Lieutenant classification is a management-level position. Incumbents are responsible for supervising police sergeants and for planning, organizing and managing the police work of a division or bureau in the Police Department. The Police Lieutenant reports to the Deputy Police Chief (or Captain) and is distinguished from the Police Sergeant by the Lieutenant's divisional managerial responsibilities. Does related work as required.

Distinguishing Characteristics

This is a managerial level sworn officer classification in the series, responsible for the management and direction of a Police Department division or bureau. Works under the general supervision of the Deputy Chief and is generally concerned with primarily administrative duties. The Police Lieutenant interprets the objectives, standards or guidelines established by Police Chief and Deputy Police Chief. This classification supervises Police Sergeants who make process decisions within procedure or legal boundaries.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Supervises police sergeants and other police department supervisors (e.g., records or detention supervisor(s) to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring and termination recommendations.
- 2 Administers labor agreements; responds to grievances; investigates complaints concerning police sergeant actions; handles sensitive personnel matters; takes disciplinary action, including economic sanctions when necessary and exercises full supervision over employees.
- 3 Actively models and facilitates staff development in supporting and advocating for workforce diversity and creating a respectful work environment.
- 4 Recommends and assists in the implementation of goals and objectives; assists in the development and implementation of policies and procedures; establishes schedules and methods for providing effective services.
- 5 Reviews and evaluates operations and activities of assigned responsibilities and recommends and implements improvements and modifications.

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6	Completes research and interprets various reports on operations and activities..
7	Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for additional staff and equipment; develops and monitors division or bureau budget; approves expenditures.
8	Researches, applies for and manages grants to enhance mission of department.
9	Assists in coordinating police activities with other departments and divisions and with outside agencies; Represents the department at inter-agency meetings.
10	May be assigned to manage special project or program areas.
11	May be responsible for planning, coordinating and supervising the administrative activities of the Operations division, the Support Services division, the Corrections division and the Internal Affairs/Professional Standards division.
12	Responds to major crimes, accident scenes and emergencies and may assume command; advises Deputy Chief according to procedures.
13	Personally conducts highly complex or sensitive investigations.
14	Conducts internal investigation of citizen and officer complaints.
15	Manages the collection and preservation of evidence; disseminates criminal intelligence. Supervises the use and maintenance of department equipment.
16	Responds to requests and inquiries from the general public and the media.
17	Represents the department at civic organizations and in the community.
18	May be required to perform the physical duties of a sworn officer
19	Acts as Deputy Police Chief as assigned.
20	Performs other duties of a similar nature or level.

Qualifications
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>
<p>Training & Experience: Any combination of experience and training that would likely provide the required knowledge and demonstrated skills is qualifying. A typical way to obtain the knowledge and skills would be:</p> <ul style="list-style-type: none"> • Seven years of law enforcement experience with three years at the sergeant level or above. • Equivalent to a Bachelor's degree from an accredited college or university in criminal justice, business, public administration or a relevant field; or enrolled in an accredited four year degree program w/ ability to obtain Bachelor's Degree in 24 months; • Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the classification as those listed above.
<p>Licensing and/or Certification Requirements:</p> <ul style="list-style-type: none"> • Possession of, or ability to obtain, a valid Oregon Driver's License • Possession of, or ability to obtain within 12 months of appointment a Supervisor Certificate issued by Oregon Department of Public Safety Standards & Training, or; • Possession of, or ability to obtain within 36 months of appointment a Management Certificate issued by Oregon Department of Public Safety Standards & Training • First Aid/CPR Certification (preferred)
<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Modern principles and practices of law enforcement. • Personnel management, leadership and public relations principles. • Functions and objectives of Federal, State and other local law enforcement agencies. • Modern law enforcement methods and procedures related to patrol, traffic control, investigation,

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reporting and/or corrections.

- Criminal law related to enforcement, search and seizure, crime scene preservation and investigation.
- Current practices of supervision and training;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes as they affect police and corrections operations.
- Knowledge to effectively use applicable local, state, and federal databases;
- Customer service principles;
- Firearms techniques;
- Crime prevention techniques;
- District boundaries and police jurisdictions;
- Defensive techniques;
- Physical apprehension, handcuffing, and restraining techniques;
- Traffic and parking control methods;
- Payroll practices and policies;
- Inclusive and respectful work place practices.
- Ability to work various shifts and schedules and to be an active, reliable and punctual presence in the field and in the office.

Skills Required: *(Demonstrated skill in performing the following)*

- Creating, modeling, and maintaining a respectful and inclusive work environment;
- Developing and monitoring safe work practices, and managing hazards in accordance with best practices;
- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Making sound decisions;
- Managing divisional operations.
- Analyzing situations and adopting effective course of action;
- Interpreting and applying applicable laws, rules, and regulations;
- Public speaking and dealing with media representatives;
- Using computers and related databases and software applications to perform duties of position;
- Utilizing sound police practices and procedures;
- Analyzing, reviewing, and preparing reports;
- Training subordinates;
- Monitoring employee time records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

Physical Requirements

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History

2014.07 – Draft prepared by HR

2014.12 – Revisions by HR