



POLICE LIEUTENANT

General Information

Classification Code:	MGRSEN
Effective Date:	March 12, 2024
Pay Grade:	D64
FLSA Status:	Exempt

Position Summary

Under the direction of the Deputy Chief, the Police Lieutenant acts as commanding officer of a division in the Police Department. Responsible for the managing, planning, organizing, directing, and evaluating specific programs, functions, and activities of the assigned division. Supervises the activities of sergeants, police officers and administrative staff including staffing, directing, training, and coordinating the activities of the divisions within the department. Performs a variety of routine and complex public safety work and related law enforcement activities. Performs other duties of a similar nature.

Classification Characteristics

The Police Lieutenant interprets the objectives, standards, and/or guidelines established by the Police Chief. This is a managerial level, sworn officer classification and has substantial latitude for unreviewed actions and/or decisions. Tasks are governed by established rules and regulations, policies and procedures, statutes, and precedent. The Police Lieutenants may periodically rotate assignments between the divisions and duties based on organizational need. Division assignments may include Operations, Operations Support, Jail Services, and Professional Standards.

The Police Lieutenant is distinguished from the Police Sergeant in that the former is responsible for determining division objectives within the scope of the SPD mission and directing Police Sergeants. The Police Lieutenant is distinguished from Police Deputy Chief in that the latter is responsible for overseeing the core operational responsibilities within the department, supervising Police Lieutenants, and directing, implementing, and developing programs and policies across their assigned divisions.

Essential Duties

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

- 1 Exercises full supervision over police sergeants and other police department supervisors and staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained and that employees follow policies and procedures. Maintains a healthy and safe working environment. Makes hiring, discipline, and termination recommendations.
- 2 Administers labor agreements and may be assigned to management bargaining teams; responds to grievances; investigates complaints concerning police sergeant actions; handles sensitive personnel matters, including internal investigative reviews; recommends disciplinary action.
- 3 Within assigned division, develops and implements annual work plans, assigns work activities, projects, and programs; monitors workflow and efficiency of services; reviews and evaluates work products, methods, and procedures; establishes appropriate service standards; establishes staffing levels and allocates resources accordingly.
- 4 Develops, plans, and recommends, division goals and objectives. Recommends and assists in the development, implementation, and administration of department policies and procedures. Develops and introduces updated or new ordinances to City Council.

Essential Duties	
5	Reviews and evaluates operations and activities of assigned responsibilities and recommends and implements improvements and modifications.
6	Interprets and explains orders, policies, practices, procedures, and other operational information to subordinate personnel. Establishes schedules and methods for providing effective services.
7	Actively models and facilitates staff development in supporting and advocating for workforce diversity and creating a respectful work environment.
8	Assumes command of large scale and/or critical emergency situations such as natural disaster, public demonstrations, tactical incidents, crowd management situations, traffic problems, and other unusual occurrences. <u>Directly conducts highly complex or sensitive investigations</u>
9	Communicates with varied audiences clearly, concisely, and effectively, orally and in writing. Represents the City and Police Department at public events and meetings of the City Council, boards, or commissions.
10	Participates in division budget development. Provides justifications for additional staff and equipment. Approves expenditures.
11	Assists in coordinating police activities with other departments and divisions and with outside agencies; Represents the department at inter-agency meetings.
12	May assume responsibility for the administration and supervision of the department in the absence of the Deputy Chief or Chief.
13	Performs other duties of a similar nature or level.

Functional Specific Responsibilities	
<p><u>Operations Division:</u> Manages and supervises uniformed personnel that work 7 days a week, 365 days a year. Patrol Officers respond to calls for service of an emergency and non-emergency nature as well as performing proactive assignments addressing quality of life issues.</p>	
<p><u>Operations Support Division:</u> Manages and supervises sworn and non-sworn positions including assignment and oversight of follow-up investigations, dissemination of criminal intelligence, evidence collection and preservation, oversight of animal control service delivery, community-based police services, and school safety services.</p>	
<p><u>Jail Services Division:</u> Manages and supervises sworn and non-sworn jail staff, all aspects of arrestees and inmates housed within the Springfield Municipal Jail, and policies and processes for inmate booking, housing, medical services, safety, security systems, records management, and facility maintenance.</p>	
<p><u>Professional Standards Division:</u> Manages and supervises assigned personnel and conducts sensitive internal administrative investigations. Oversees recruitment, hiring, training, and certifications all employees. Serves as the training coordinator to ensure all required yearly training is provided as required by DPSST. Works closely with the City Attorney’s Office regarding litigation management, responsible for department personnel commendations and complaints from the public, and record retention of confidential documentation.</p>	
<p>Additional responsibilities may include oversight of special programs not specifically assigned to a division, including Major Accident Investigation Team, SWAT, CNT, Peer Support, etc.</p>	

Qualifications	
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Seven years of law enforcement experience with two years at the sergeant level or above. 	

Qualifications

- 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 with ability to obtain Bachelor's Degree in 36 months;
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the classification as those listed above.

Licensing/Certifications:

- 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, and;
- 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)

Technology Skills:

- *Calendar and scheduling software* — MS Outlook
- *Data base user interface and query software* — Integrated Automated Fingerprint Identification System IAFIS; National Crime Information Center NCIC database; National Integrated Ballistics Information Network NIBIN; Spillman Technologies Records Management
- *Electronic mail software* — MS Outlook
- *Internet browser software* — Microsoft Internet Explorer, Google Chrome, Microsoft Edge
- *Office suite software* — Microsoft Office
- *Presentation software* — Microsoft PowerPoint
- *Spreadsheet software* — Microsoft Excel
- *Word processing software* — Microsoft Word

Knowledge Required:

- *Law and Government* — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- *Public Safety and Security* — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- *Administration and Management* — Knowledge of business and management principles involved in resource allocation, human resources policies, leadership technique, production methods, and coordination of people and resources.
- *English Language* — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- *Psychology* — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- *Customer and Personal Service* — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- *Personnel and Human Resources* — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- *Education and Training* — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- *Sociology and Anthropology* — Knowledge of group behavior and dynamics, societal trends and influences, ethnicity, cultures and their history and origins.
- *Telecommunications* — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Qualifications

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications.

Skills:

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Speaking** — Talking to others to convey information effectively.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Instructing** — Teaching others how to do something.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Time Management** — Managing one's own time and the time of others.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Persuasion** — Persuading others to change their minds or behavior.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Service Orientation** — Actively looking for ways to help people.
- **Negotiation** — Bringing others together and trying to reconcile differences.
- **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Abilities:

- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Speech Clarity** — The ability to speak clearly so others can understand you.

Qualifications

- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Far Vision** — The ability to see details at a distance.
- **Flexibility of Closure** — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Perceptual Speed** — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Physical Requirements

Key	None 0% (0 hrs.)					Seldom 1-10% (Up to 1 hrs.)					Occasionally 11-35% (Up to 3 hrs.)					Frequently 36-75% (3-6 hrs.)					Continuous 76-100% (6+ hrs./day)				
	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS												PUSH/PULL													
Standing			X			0-10 lbs.			X																
Sitting					X	11-20 lbs.		X																	
Walking – Even Surface			X			21-50 lbs.		X																	
Walking – Uneven Surface		X				51-75 lbs.		X																	
Kneeling		X				76-100 lbs.		X																	
MOVEMENTS												ENVIRONMENTAL HAZARDS													
Bending/Stooping		X				Indoors				X															
Twisting		X				Outdoors			X																
Crawling		X				Dust		X																	
Squatting/Crouching		X				Fumes/Odors/Gasses		X																	
Balancing		X				Chemical Agents		X																	
Reach – Overhead		X				Biological Agents		X																	
Reach – Forward		X				Noise – Low			X																
Reach – Backward		X				Noise – Moderate		X																	
Climbing – stairs		X				Noise – High		X																	
Climbing - ladder		X				Low Light		X																	

Physical Requirements										
USE OF HANDS							Heat		X	
Grasping – whole hand			X				Cold		X	
Grasping – pinch grip			X				Restricted workspace		X	
Fine manipulation/feeling			X				Vibration – whole body		X	
Keyboarding				X			Vibration - extremity		X	
LIFT/CARRY							JOB SPECIFIC			
0-10 lbs.			X				Driving – vehicle/equipment		X	
11-20 lbs.		X					Operate foot controls		X	
21-50 lbs.		X					Seeing			X
51-75 lbs.		X					Talking			X
76-100 lbs.		X					Hearing			X
							Extended work hours			X

Classification History

2014.07 – Created
 2014.12 – Revisions by HR
 2024.03 – Reformatted and revisions by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____