

G.O. 23.1.1 -- ATTACHMENT B

CAREER PLANNING GUIDE

Lieutenant Career Guide

ESSENTIAL DUTIES

- ✓ Reviews and oversees the Operational Management of the assigned Division by reviewing; budget, staffing levels, noteworthy daily incidents, critical incidents, threshold incidents, expenditures, complaints, crime stats, evaluations, and performance.
- ✓ Participates and guides departmental development by sharing city and department vision and goals.
- ✓ Research and forecast future trends, needs, problems and solutions.
- ✓ Participates in departmental developmental groups.
- ✓ Participates in the development of short/long term problem solving, planning strategies and the implementation of those strategies.
- ✓ Researches and prepares staff reports for the Chief of Police, the City Managers Office, and for the City Council.
- ✓ Develops and trains future Departmental Leaders
- ✓ Participates in department and inter-department training and coordination.
- ✓ Communicates departmental information up and down the chain of command.
- ✓ Resolves employee and citizen complaints.
- ✓ Involved in the Command of Critical Incidents

REQUIRED KNOWLEDGE, TRAINING, SKILLS AND ABILITIES

- ✓ High level of integrity
- ✓ Committed to Continuous Improvement
- ✓ Maintains a standard or better on Performance Evaluations
- ✓ Tactically sound.
- ✓ Knowledge of vicarious liability issues
- ✓ Knowledge of city and department operational capabilities
- ✓ Knowledge of Management theory
- ✓ Knowledge of personnel management issues and needs
- ✓ Knowledge of contract
- ✓ Knowledge of labor laws
- ✓ Knowledge of Budget Law and Municipal budget procedures.
- ✓ Knowledge of City Administration Rules
- ✓ Knowledge of Department Policies
- ✓ Knowledge of Criminal and Motor Vehicle Code
- ✓ Skilled in oral and written communication and has the ability to listen.
- ✓ Skilled in dispute resolution
- ✓ Skilled in setting up and running meetings.
- ✓ Knowledge of City and Departmental Technological Resources
- ✓ Bachelor's Degree
- ✓ Middle Management Certificate

RECOMMENDED KNOWLEDGE, SKILLS, ABILITY, AND EXPERIENCE

- ✓ 5 Years or more Supervisory Experience
- ✓ 5 Years or more Line Experience
- ✓ Experience as a Field Training Officer or Training Instructor
- ✓ NIMS certified as a Critical Incident Commander
- ✓ Actively involved in Community Service
- ✓ Regular standard or better performance evaluations
- ✓ Above standard level of physical fitness
- ✓ Actively involved in the Community.
- ✓ Ability to manage change and to be an agent of change.
- ✓ Ability to create synergy in the workforce
- ✓ Ability to involve others in making decisions.
- ✓ Ability to instruct and inspire others.
- ✓ Ability to empower others.
- ✓ Ability to understand the needs and issues of others.
- ✓ Ability to recognize and reward good work.