



City of Lindsay

JOB DESCRIPTION LIEUTENANT

Class Title: PUBLIC SAFETY LIEUTENANT
Department: PUBLIC SAFETY
Division: POLICE / FIRE

GENERAL PURPOSE:

Performs a variety of routine and complex public safety work in the administration of the police department. Supervises police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police sergeants and subordinate officers and support staff; supervises the Animal Control Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises police sergeant, police officers, firefighters, animal control personnel and support staff in their assigned duties.

Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Supervises the scheduling and coordination of shift changes.

Reviews a variety of police related reports prepared by subordinate officers or others.

Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or transported to jail.

Makes day-to-day police assignments as required by the needs of the service.

Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.

Determines how to deploy personnel during emergency responses.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

Maintains contact with general public, court officials, and other City officials in the performance of police activities.



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LIEUTENANT

Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances;

Oversees and assists, as needed, in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Oversees and assists, as needed in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Prepares a variety of reports and records. Reviews, evaluates and develops programs, policies and procedures for various departmental operations.

Assists in the preparation and administration of the department budget.

PERIPHERAL DUTIES

Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.

Coordinates and supervises the training, assignment, development of subordinate police officers.

Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.

Decides case priorities and determines when to take over an investigation.

Analyzes and recommends improvements to equipment and facilities, as needed.

Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.

Monitors and observes patrol or investigative activities to ensure that conduct and performance conforms to department standards.

Schedules and conducts meetings.

Maintains departmental equipment, supplies and facilities.



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Maintains liaison with community groups.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- (B) Completion of the basic law enforcement training academy or equivalent; and
- (C) Minimum of seven years work experience as a fully commissioned police officer, three of which shall have been in a supervisory position; or
- (D) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet Department's physical standards;
- (C) Advanced Law Enforcement Training certification or equivalent.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer and word processing software.



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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 is frequently required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell; employee may occasionally be required to sprint various distances in full gear in pursuit of fleeing suspects and be required to capture, restrain and control combative persons.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; written test; oral interview; thorough check of education and experience and background investigation; psychological examination; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.