

## CITY OF LINCOLN POLICE LIEUTENANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, serves as operations commander and oversees areas such as uniformed patrol, investigations, community services, personnel and training; implements and assists in the development of departmental policies, procedures, goals and objectives; oversees and performs a variety of administrative duties including budget and special studies; coordinates activities with other City departments, outside agencies, organizations and the public; performs complex and highly responsible planning and supervisory duties associated with the crime prevention and law enforcement activities of the City; acts as a watch commander on specified shifts; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Police Lieutenant** is the management level class responsible for the administration and supervision of assigned activities within the department, and for providing leadership and professional assistance in developing and implementing the policies, procedures and plans of the department. This classification is distinguished from the next higher classification of Chief of Police in that the latter is responsible for overseeing all functions and operations of the Police Department.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Chief of Police. Exercises direct and indirect supervision over sworn and non-sworn personnel.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts management responsibility for assigned activities, including the implementation of departmental policies and procedures; works directly with sworn and non-sworn personnel in the interpretation of City and department policies and procedures; supervises the assignment and activities of department personnel; assumes command of major field events; coordinates activities within the department and with other City departments, outside agencies, organizations and the public.
- Participates in the development, implementation and maintenance of department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting goals; ensures that goals are achieved.
- Coordinates the selection, orientation, training and evaluation programs for department personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations; conducts internal investigations; ensures safe work practices, quality and accuracy.

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- Assists in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials and supplies; administers and monitors assigned budgets; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected; oversees Department divisions and programs, including the patrol division, investigations, traffic and parking enforcement, property and evidence, training, community services, crime prevention, code enforcement and volunteer services.
- Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations; represents the department with other law enforcement services and allied agencies, other City departments, civic groups and the public; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas.
- Assumes command of the department in the absence of the Chief of Police.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

### **QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Lieutenant**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible law enforcement experience, including two years in a supervisory capacity comparable to that of a Police Sergeant with the City of Lincoln, and an Associate of Art's degree. A bachelor's degree in law enforcement, public administration or a related field is desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license; possession of, or ability to obtain, a Supervisory Certificate from P.O.S.T.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices and techniques of police administration, organization and operation; administrative and technical aspects of crime prevention and law enforcement activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; care, maintenance and operation of a variety of law enforcement equipment; principles of law enforcement information systems; principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.

**Ability to:**

Supervise and participate in the establishment of departmental goals, objectives and methods for evaluating achievement and performance levels; meet standards for physical endurance, agility, health and vision; act quickly and calmly in emergency situations; work flexible hours, including weekends and split shifts; interpret, explain and apply applicable laws, codes and regulations; train and motivate assigned staff; plan, organize, train, evaluate and direct work of assigned staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Salary Range:** Refer to Police/Fire Mid-Management Salary Schedule

**FLSA:** Exempt

**Employee Group:** Police/Fire Mid-Management