

POSITION TITLE: **POLICE LIEUTENANT**
CLASSIFICATION: Administrative police, safety and suppression.
REPORTS TO: Police Chief
FLSA STATUS: Exempt
PAY GRADE:

SUMMARY

This employee is responsible for the daily operations of the patrol function of the Police Department. Instructions to this employee are general and the employee must routinely use independent judgment while performing tasks. The employee will report to the Chief of Police for supervision.

ESSENTIAL EXAMPLES OF WORK:

Supervise subordinates in the patrol function of the police department, provide assignments, take and follow up on complaints, review and evaluate activity of subordinates, prepare reports and charts of police activity, assist in the preparing of the budget, evaluate methods of enforcement, investigations etc.; and suggest alternatives for efficiency.

Identifies needs within the agency and suggests programs. Appraises the work of subordinate personnel.

Assists with the planning, organization and operations of the department.

Handles public information and public relations matters as assigned; ensures that all regulations and procedures are followed within work unit.

Assists in formulating and implementing police policy procedures, rules, regulations and programs in collaboration with leadership.

Prepares and reviews operational and administrative reports. Prepares detailed reports for the Chief as needed.

Assumes command of the department at the direction of the Chief of Police.

Coordinates the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints. Investigates cases of alleged misconduct and responds to citizen's complaints.

Performs additional duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Creates and reviews scheduling of personnel.

May serve as FTO.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling local, state and federal laws and city ordinances; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of Police Officers; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the Police operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrated integrity and tact.

WORK ENVIRONMENT:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation high school and extensive law enforcement experience which includes supervisory experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. P.O.S.T. Certification as police officer in the State of Tennessee. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other standards established by the Police Department which include a minimum of graduation from a standard high school or GED; **two (2) years curriculum with an Associates' Degree in Law Enforcement preferred, or five (5) years' experience.**

I acknowledge that I have read the foregoing and understand its content.

Signature

Date