



POLICE LIEUTENANT

DEFINITION:

Under limited supervision, oversees fiscal, personnel, and planning and operational functions of the Police Department to provide a safe community environment. The fundamental reason this classification exists is to command and administer a patrol or bureau within the Police Department. When assigned as Lieutenant, or in the absence of superior officer, incumbents of this class command the Police Department during major events or emergencies. Although primarily administrative, specific assignments require extreme physical exertion. Supervision is exercised over subordinate sworn officers and civilians. A Police Lieutenant serves under the direct general supervision of the Police Commander or directly under the Chief of Police, all depended on the command structure. Performance is evaluated on the basis of results obtained. Duty hours of this class vary significantly due to the requirements for 2 hour availability.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. This is not a comprehensive listing of all functions and duties performed by incumbents. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Assists in overseeing and managing the daily operations of an assigned bureau of the Police Department.
- Plans, directs, administers and coordinates personnel and resources to provide service.
- Supervises sworn and non-sworn staff.
- Develops specialized plans and performs research on projects assigned.
- Prepares and supervises the preparation of necessary reports and records.
- Prepares and administers operating and capital improvements budgets.
- Establishes direct liaison with members of the community for the purposes of improving police service and improving department community communications.
- Represents the department in various community activities and makes public presentation to groups.
- Enforces department rules and regulations.
- Assigns priorities to unit mission.
- Coordinates activities with other sections, division and agencies.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Assists in building relationships with internal and external departments and agencies to coordinate services, develop and support community partnerships, resources and events.
- Assists or oversees research, development, submission, administration, implementation and compliance with grant funding requirements.
- Reviews current operational and administrative functions to determine trends, ensure consistency, and recommend more effective ways of utilizing department, division, or assigned area resources and personnel.
- Monitors, coordinates and direct assigned field service areas such as Emergency Dispatch, Patrol, Investigations and Crime Analysis Bureaus.

- Performs related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND/OR OTHER CHARACTERISTICS :

Knowledge of:

- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Principles and practices of effective employee management and supervision.
- Principles and practices of leadership.
- Modern law enforcement management principles for efficient and cost effective management of allocated resources, including personnel administration, planning, purchasing and budgets.
- Local community issues and regional community resources available to citizens.
- Duties, powers, authorities and limitations of a Police Officer.
- Federal, State and City criminal and traffic laws and related court decisions, department policies, General Operations Orders, Police Management Regulations, City of San Luis Management Procedures, Administrative Regulations, Memorandums of Understanding and Personnel Rules/Policies.
- City organization, operations, policies and procedures.
- State of Arizona criminal justice and court procedures and records management requirements.
- Computers and specialized hardware and software for preparing reports and maintaining records.

Ability to:

- Manage, coordinate, and supervise assigned staff.
- Establish and maintain effective working relationships with others and interacting with the public.
- Recognize and control sources of personal stress in order to effectively perform class requirements.
- Effectively communicate verbal and written instructions by phone, police radio system or in person in a group or one-to-one setting.
- Think and act quickly and effectively in emergencies, and under stressful situations.
- Prepare and maintain records and reports.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards and accurately recall details.
- Maintain moral integrity.
- Remain in a sitting position for extended period of time.
- Maintain acceptable level of physical fitness to meet department standards.
- Enforce rules, regulations, and policies.
- Prepare and administer budgets.
- Interpret and explain legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Care for, maintain, and safely operate of a variety of law enforcement tools and equipment.
- Investigate and resolve conflicts, personnel issues, citizen inquiries, and complaints.
- Understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS:**REQUIRED:**

- Residency in the United States and within 25 miles of the City of San Luis.

Education, Training, and Experience:

- A high school diploma or GED equivalent
- Ten (10) years of law enforcement experience with at least one (1) year experience as a Sergeant, supplemented by an accredited associate's degree in a job-relevant field or have two years remaining to obtain a degree.
- Depending upon the needs of the City, some incumbents of the class may need to demonstrate fluency in both Spanish and English as a condition of employment.

LICENSES AND CERTIFICATES: *must be maintained throughout employment.*

- A valid Arizona driver's license at the time of appointment
- Certification as a Law Enforcement Officer with Arizona POST

Desired/Preferred:

- San Luis, Arizona Residency.

ADDITIONAL REQUIREMENTS

This position requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage. Some positions will require the performance of other essential and marginal functions dependent upon shift, work locations, or assignment.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and stand; walk long distances; drive a vehicle; talk and hear, both in person and by radio. Use hands to finger, handle, feel or operate equipment; engage in repetitive movements of hands and wrists; reach with hands and arms; stoop, bend, kneel and crouch and occasionally lift or move up to twenty-five pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, the use of both eyes, depth perception, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning. Observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Work Environment:

Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet department standards.

This job is classified as Safety Sensitive, and subject to Federal and state regulations.

ACKNOWLEDGEMENT:

I have received a copy of this job description on _____ and certify that I can perform the essential function of this position with or without reasonable accommodation.

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

PAY GRADE: 206
FLSA CLASS: Exempt
REVISED: 06/22/2023, 11/01/2023