

CITY OF GLENDALE

TITLE:	Police Lieutenant	CLASS CODE:	661
REPORTS TO:	Police Captain	GRADE:	35
DEPARTMENT:	Police	FLSA:	E
JOB SPECIFICATION DATE: January 1, 2008 cm			

JOB SUMMARY

Supervises a major division or section of a bureau of the Police Department, and serves as a Shift Commander. Works under the general direction of a Police Captain.

ESSENTIAL FUNCTIONS

1. Plans, coordinates, directs, and evaluates the activities and staff of a major division, or sworn and/or non-sworn personnel assigned to a shift within the Police Department; directs field operations throughout the course of the shift.
2. Responds to major crime scenes and takes command when appropriate
3. Monitors, supervises, and occasionally participates in pursuits and other situations requiring criminal apprehension.
4. Assists with surveillance and the service of search warrants.
5. Participates in the development and implementation of division and departmental goals, objectives, policies, and procedures.
6. Monitors the practices and procedures of the undercover units for compliance with regulations.
7. Sets up and coordinates the Use of Force Board.
8. Investigates and resolves citizen complaints and special problems.
9. Participates in the procedures for the hiring and promotion of personnel.
10. Coordinates the training, activities, staff, response, and operations of the Tactical Operations Unit.
11. Plans and coordinate daily line-ups.
12. Selects, trains, and monitors the activities of field training officers.
13. Advises management of special enforcement problems and monitors follow-up.
14. Conducts internal investigations, and/or assigns supervisory designee to assist with internal investigations.
15. Researches and prepares statistical reports on division and shift activities and operations; enters data into computerized data entry and retrieval systems.
16. Plans, organizes, and reviews undercover narcotic and surveillance operations.
17. Develops and reviews special programs, such as the department's participation in intra-government and charitable projects.
18. Assists in the preparation of the division's budget and monitors expenditures.
19. Recommends disciplinary and meritorious action on subordinate officers.
20. Plans, coordinates, and evaluates emergency management techniques with other shift officers and the Fire Department.
21. Supervises and assists in the coordination of an assigned sector, focused on community oriented policing issues.
22. Acts as a liaison between management and patrol personnel.
23. Acts in the absence of the bureau Captain.
24. Serves as an operational area liaison with other law enforcement agencies.

SECONDARY FUNCTIONS

25. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Theories, principles, and practices of modern Police administration and law enforcement methods
- Federal, state, and local laws, regulations, and policies governing police operations
- Police methods and practices in the various operational areas
- Effective supervisory practices, including the training of employees
- Local law enforcement issues, problems existing within the city, unique geography of the city

Skill in:

- The use of a firearm and other police equipment
- The use of computers and their applications

Ability to:

- Plan, assign, coordinate, and supervise work performed by subordinate staff
- Research and analyze police issues and recommend solutions
- Prepare accurate and comprehensive reports
- Establish and maintain effective working relationships with all level of police and city personnel, community organizations, and the general public
- Communicate clearly and concisely, both orally and in writing
- Operate law enforcement computerized data entry and retrieval systems

WORKING CONDITIONS

Some positions perform their duties in an office setting. Other positions serve as Shift Commanders in the field, or coordinators of Tactical Operations Units, and respond to significant uncontrollable and unpredictable hazardous incidents in the field.

MINIMUM QUALIFICATIONS

Bachelor's degree in criminal justice, public administration, management, or a related field and two years experience as a Police Sergeant.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Must be certified as an Arizona Police Officer and continually meet all AZPOST standards
Valid Arizona driver's license