Job Title: Police Lieutenant

Department: Police

Immediate Supervisor: Police Commander or Chief of Police

Origination Date:	**07/01/2001**
Revision Date:	**03/28/2012**
Job Grade	**455**
FLSA Status	**Exempt**

BRIEF DESCRIPTION OF THE JOB:

Provides general supervision, leadership and management of the Police Department's Patrol or Investigations Divisions, or is assigned to the Office of the Chief. Supervision is exercised over Police Sergeants, Police Officers, and civilian personnel. Assumes command of police activities on the scene of large incidents, civil disturbances, and other major emergencies or events. Work is performed under general orders received from a Police Commander or other higher-ranking supervisor, and performance is reviewed through observation of results and evaluation of reports submitted.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS - Patrol
1	L	Responds or manages emergency and crisis situations. Functions as the night commander and manages all uniformed personnel. Reviews Use of Force and Pursuits and submits reports detailing events, findings, and recommendations. Works evenings, weekends, and holidays as assigned. Works various shifts to accommodate supervisor staffing.
2	L	Provides general supervision of the department by ensuring timesheets are complete, updating schedules, reviewing department reports and documents, attending and leading meetings, organizing training sessions, assisting with formulating the budget, supervising various employees in the division, and maintaining equipment.
3	L	Supervises and coordinates the activities of sworn staff including training, scheduling, written performance evaluations; works with employees to correct deficiencies; and implements discipline procedures. Supervises patrol squads and ensures public safety and customer service in patrol. Inspects field operations and staff work. Evaluates a situation, makes effective decisions under pressure, and takes appropriate action.
4	L	Participates in the development and implementation of division and departmental goals, objectives, policies, and procedures.
5	L	Responds and investigates citizen complaints and recommends changes to procedures to enhance public safety services.
6	L	Investigates Class I criminal internal complaints.
7	L	Investigates Class II administrative internal complaints.

	Physical Strength Code	ESSENTIAL FUNCTIONS - Patrol
8	L	Plans and directs patrol operations to ensure maximum/minimum coverage for all patrol beats.
9	L	Participates in public meetings by making presentations on crime and police procedures.
10	L	Reports on current crime trends, develops strategies to address increased crime, and participates in monthly COMPSTAT meetings.
11	L	Plans and directs special events (traffic, security).
12	L	Manages personnel in such a manner as to minimize conflict and achieve maximum productivity.
13	L	Recommends disciplinary and meritorious action on subordinate officers.

	Physical Strength Code	ESSENTIAL FUNCTIONS - Investigation
1	L	Plans, coordinates, directs, and evaluates the activities and staff of the division.
2	L	Respondes to major crimes or incidents and takes command when appropriate.
3	L	Participates in the development and implementation of division and department goals, objectives, policies and procedures.
4	L	Investigates and resolves citizen complaints and special problems
5	L	Researches and prepares statistical reports on division and shift activities and operations.
6	L	Manages personnel in such a manner as to minimize conflict and achieve maximum productivity.
7	L	Recommends disciplinary and meritorious action on subordinate officers
8	L	Assists in the development of the Division's budget and manages approved funding.
9	L	Performs other duties as assigned.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Office of the Chief
1	L	Directs hiring, recruitment, and selection of all Police personnel.
2	L	Researches, compiles, and analyzes information pertaining to emerging issues as defined by the Chief of Police. Catalogs, tracks, and reports on emerging issues. In some cases, may research and recommend approaches to bring emerging issues to resolution.
3	L	Participates in the development and implementation of division and department goals, objectives, policies and procedures.
4	L	Investigates and resolves citizen complaints and special problems.
5	L	Responds to major crimes or incidents and takes command when appropriate.
6	L	Acts as liaison to constituents for the Chief of Police. Provides technical and administrative support by researching questions, topics, or citizen inquiries and providing timely, accurate feedback to relevant parties. Tracks issues from conception to finalization and informs the Chief of Police of the findings. Keeps key staff apprised of the issues.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Office of the Chief
7	L	Supervises and coordinates the activities of assigned staff, both civilian and sworn, including training, scheduling, evaluating performance, correcting deficiencies and implementing discipline.
8	L	Responsible for researching and writing policies and procedures for use in the Department. Reviews existing policies and recommends changes.
9	L	Performs other duties as assigned.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of seven years experience in law enforcement, including two years at a rank of Sergeant or above.
Certifications and Other Requirements	Valid Arizona Operator's Driver's License, Arizona Police Officer Standards Training Certificate (AZPOST). Must be able to pass a pulmonary function test.
Reading	Work requires the ability to read citations, memorandums, statutes, policies, manuals, rules, documents, articles, and various reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and to prepare statistical reports and budgets.
Writing	Work requires the ability to write general correspondence, performance appraisals, memorandums, letters, statistical reports, and documents.
Managerial	Complex - Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Budget Responsibility	Moderate - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management
Policy/Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☐ Calibrating equipment
Walking	☐ N ☐ R ☒ O ☐ F ☐ C	☒ To other departments/offices ☒ Around work site
Lifting	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Supplies ☒ Equipment ☒ Files
Carrying	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Supplies ☒ Equipment ☒ Files
Sitting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Desk work ☒ Meetings ☒ Driving
Reaching	☐ N ☐ R ☒ O ☐ F ☐ C	☒ For supplies ☒ For files
Handling	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Under equipment ☒ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ File drawers ☒ Equipment ☐ Tables and chairs ☐ Hoses
Climbing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Stairs ☒ Ladders ☒ Step stools ☐ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Foot Controls	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ On ladders ☐ On equipment ☒ On step stools
Bending	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☐ Making repairs
Crouching	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public ☒ Listening to equipment
Twisting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Firearms, radios, fax machine, copy machine, calculator, general office supplies, telephones, and vehicle

Computer Equipment and Software:

MDC computer, computer (desktop and laptop), standard Microsoft Windows and Office software, Personal Digital Assistant, and NWS public safety application.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☐	☐	☐	☒
Wetness and/or humidity (bodily discomfort from moisture)	☐	☒	☐	☐	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☒	☐	☐
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☒	☐	☐
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☐	☐	☒	☐	☐

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☐		☒	☐
Chemical hazards	☐	☐	☒	☐	☐
Electrical hazards	☐	☐	☒	☐	☐
Fire hazards	☐	☐	☒	☐	☐
Explosives	☐	☐	☒	☐	☐
Communicable diseases	☐	☐	☐	☒	☐
Physical danger or abuse	☐	☐	☐	☒	☐
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☒ Office Environment
☐ Warehouse
☐ Shop
☒ Vehicle
☐ Recreation Centers/Neighborhood Centers
☒ Outdoors
☐ Other (Specify)

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Protective Equipment Required:

Ballistic vest, ear and eye protection, firearms, baton, handcuffs, radio, cellular telephone

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☒ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☒	☐	☐	☐
Noisy/Distracting Environment	☐	☒	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk – be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees – provide positive feedback
- Be visionary – anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.