

Title: Police Lieutenant
PG: 63
Status: Non-Civil Service
Position Reports to: Police Captain
Department: Police

Class Code: 2061
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible supervisory and technical police work that involves the supervision of a major group of employees on an assigned shift or special assignment. An employee in this classification plans and directs the activities of a unit of subordinate employees. While there is considerable discretion to act independently in the assignment of personnel and equipment, all work is performed in accordance with established policies and procedures. Work is reviewed by a superior through conferences and oral and written reports.

ESSENTIAL FUNCTIONS:

1. Directs activities of employees engaged in patrol, investigative or administrative duties; assigns tasks to subordinates; instructs subordinates in the methods to be used and the procedures to follow; assumes command of situations in the absence of a superior; assigns personnel and equipment; reviews reports; maintains or supervises the maintenance of records.
2. Assists in directing the administrative and field activities of a group of employees involved in preventing, investigating and solving crimes of a specific type.
3. Interviews or directs the interviewing of suspects, victims, witnesses, informants or other persons to verify facts and obtain evidence; testifies in court. Fields complaints received concerning employees and/or work procedures.
4. Coordinates investigative efforts of a division or section through regular meetings with Sergeants and the review of reports filed by members.
5. Monitors and schedules vacation and compensatory time requests.
6. Ensures timely completion of Specialty Units' Monthly Summaries required by CALEA/Accreditation Unit Standards.
7. Maintains an inventory of unit's equipment and supplies.
8. Ensures timely inspections of vehicles, equipment, and personnel assigned to the division or section.
9. Briefs Commanding Officer of members' reports/arrests and other matters of interest.
10. Makes oral and written reports which may include news releases.
11. Make recommendations to Commanding Officer on matters of commendations and/or discipline involving division or section personnel.
12. Conducts annual employee performance evaluations and merit pay increases.

ADDITIONAL RESPONSIBILITIES:

1. The Lieutenant may serve in the capacity of the Commanding Officer in his or her absence.
2. Assists Commanding Officer in coordination of Specialty Unit training needs.
3. Assists in the preparation of budget and equipment requests for members of the division or section.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to speak and hear sufficiently and to communicate effectively with other individuals in person, over a telephone, or over a radio.
2. Thorough knowledge of departmental policies, rules and regulations.
3. Extensive knowledge of the principles, practices and equipment used in police work.
4. Thorough knowledge of federal, state and local laws and ordinances rules of evidence and laws regarding search and seizure.
5. Skill in the use of firearms and other police equipment.

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6. Ability to assign and review the work of a number of subordinate employees and to provide effective leadership at all times.
7. Ability to develop and maintain effective working relationships with the general public, other public agencies, the media, City officials and between bureaus, divisions and units of the Police Department.
8. Ability to prepare clear, comprehensive oral and written reports.
9. Ability to assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
10. Ability to assist in physically restraining persons in the course of law enforcement activities.
11. Ability to give chase in the course of law enforcement/criminal apprehension activities.
12. Visual ability sufficient to operate a police vehicle by both day and night, to observe criminal actions taking place, to observe traffic violations taking place, to read and write reports, correspondence, etc.
13. Freedom from mental disorders, which would interfere with performance of duties as described.

WORKING ENVIRONMENT/CONDITIONS:

Requires active work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to working outside in extreme weather conditions.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Sixty (60) hours from an accredited college/university
2. Must have completed minimum of two (2) years continuous service as a Lakeland Police Sergeant.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must maintain certification as a Law Enforcement Officer from the Florida Criminal Justice Standards and Training Commission.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.