

POLICE LIEUTENANT

PURPOSE: Lead a division of the Police Department and direct resources to achieve goals and objectives consistent with the mission and values of the organization, the needs of the community, and the objectives of the Chief of Police. Reports directly to the appropriate divisional Deputy Chief of Police

FUNCTIONAL AREAS:

1. Lead a Division of the Police Department.
 - * A. Develop, direct, and coordinate the functions and operations of all assigned personnel on a twenty-four hours a day basis with an emphasis on customer service, crime prevention, and call reduction.
 - * B. Develop and implement innovative approaches in Police Department functions and services.
 - * C. Develop, implement and monitor standards for customer service in accordance with the Department's mission, values, goals and objectives. Coordinate the citizen's complaint process to ensure efficient handling of complaints.
 - * D. Prepare and evaluate administrative reports. Develop and implement reporting systems that demonstrate division compliance with Department goals and objectives.
 - * E. Engage in improving the quality of police service through detailed tracking and reporting of assigned staff activities and their outcomes.
 - * F. Support and encourage an environment where employees enjoy their work.
 - * G. Plan, prepare and manage the division budget and authorize purchases and payments.
 - * H. Direct internal affairs investigations within their assigned division. Develop systems and procedures that ensure internal investigations are timely and complete.
 - * I. Develop and maintain an open and positive relationship with the media with the goal of keeping the community informed.
 - * J. Provide technical assistance and support to other agencies, civic organizations and the general public.

2. Organize and direct the work activities of assigned personnel.
 - * A. Prioritize and assign work; and coordinate schedules of personnel to ensure completion of work.
 - * B. Effectively recommend the hire, transfer, suspension, or discharge of subordinate personnel.
 - * C. Establish work standards and conduct employee evaluations.
 - * D. Coach, guide, and discipline assigned personnel as necessary.
 - * E. Monitor work sites and ensure compliance with established methods, guidelines, standards, and procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Provide assigned personnel with access to all information necessary for the performance of their job duties.
 - * H. Determine and administer appropriate rewards including letters of commendation or other forms of recognition.
 - * I. Ensure that assigned personnel receive training in correct and safe operating procedures.
 - * J. Effectively recommend subordinates for promotion and participate in the promotional process.
 - * K. Develop and implement division policies and practices as necessary. Recommend revision of department policies and procedures.
 - * L. Develop, implement and sustain call reduction and crime prevention strategies.

3. Participate as an active member of Command Staff.
 - * A. Participate in the Command Staff decision making process.
 - * B. Disseminate information to subordinates and administrators.
 - * C. Conduct administrative assignments in accordance with Department procedures. Undertake and present completed staff work as assigned.
 - * D. Participate in ongoing tactical planning and coordinate the development of strategic and long range planning.

4. Act as a Peace Officer within the meaning of Minnesota Statutes.
 - * A. Maintain a current Minnesota Peace Officer License.
 - * B. Perform those duties and exercise those powers associated with Peace Officer within Minnesota Statute.
 - * C. Maintain current Department certification in the use of firearms.
 - * D. Adjust personal schedule to fit various requirements of position assigned.

5. Perform other related tasks as assigned.
 - * A. Maintain an awareness of pertinent legislation, regulations, and developments in the law enforcement field. Apply that awareness through policy development and training recommendations.
 - * B. Strongly support, promote, and implement the concept of proactive, problem oriented, community policing.
 - * C. Strongly support, promote and implement a work environment that encourages individual and team accountability and responsibility.
 - * D. Coordinate the citizen complaint process to ensure efficient handling of complaints.
 - * E. Prepare written reports, correspondence, and bid specifications as directed and/or necessary.
 - * F. Demonstrate that decisions must be aligned with the mission and values of the Department.
 - * G. Ensure compliance with City policy, Department policy, and labor agreements.
 - * H. Assume the duties of a Deputy Chief of Police when designated.

JOB REQUIREMENTS

EXPERIENCE REQUIREMENT:

- † 1. Seven years of law enforcement experience, of which two years will be at a level of sergeant or higher.
- † 2. Experience with problem-oriented policing and a proven track record of call/crime reduction strategies and a strong emphasis on service delivery through partnerships, problem solving, prevention, and accountability.

EDUCATION REQUIREMENT:

- † 1. Two year degree in law enforcement or a related field.

LICENSE REQUIREMENTS:

- † 1. Possess and maintain a valid, current Minnesota Peace Officer License.
- † 2. Possess and maintain a valid, current Minnesota driver's license or equivalent privilege.

KNOWLEDGE REQUIREMENTS:

- † 1. Considerable knowledge of the principles and practices of accomplishing goals through others and the ability to apply these principles and practices in both paid and voluntary settings.
- † 2. Considerable knowledge of the principles, theories, and practices of municipal police administration.
- † 3. Considerable knowledge of, and the ability to apply federal, state, and local laws to specific cases.
- † 4. Considerable knowledge of Departmental policies and procedures.
- † 5. Considerable knowledge of City geography.

SKILL REQUIREMENTS:

- † 1. Proven skill in effectively interacting with the public, co-workers, and others from various organizations, and diverse backgrounds.
- † 2. Proven skill in identifying group values and communicating those values through actions as well as policies and procedures.
- † 3. Proven skill in guiding the activities and work of others.
- † 4. Skill in operating a motor vehicle under extreme conditions.
- † 5. Skill in handling and discharging firearms accurately, proficiently, appropriately, and safely.

ABILITY REQUIREMENTS:

- † 1. Considerable ability to analyze facts, draw conclusions, make decisions, implement those decisions, and modify those decisions as contingencies arise.
- † 2. Considerable ability to make organizational adjustments to meet changing needs.
- † 3. Considerable ability to devise plans that accommodate specific needs that may range from a few days to several years.
- † 4. Considerable ability to recognize strengths and weaknesses of others and to be cognizant of those factors in their development. Considerable willingness and ability to develop the leadership skills of others to facilitate command continuity and succession planning.
- † 5. Considerable ability to integrate individual tasks and personal schedule with the overall Department mission and objectives.
- † 6. Considerable ability to coordinate comprehensive projects involving an array of resources drawn from within and/or without the Department.
- † 7. Ability to maintain professional and community contacts as they relate to the units assigned.
- † 8. Proven ability to accomplish difficult, complex, and time consuming tasks.
- † 9. Ability to hold self to a high standard and have the necessary skills to follow through with decisions.
- † 10. Considerable ability to understand concepts of emotional intelligence and the role it plays in leadership.
- † 11. Considerable ability to understand differing opinions and ability to build a principled focused team.
- † 12. Considerable willingness and ability to function as a member of a cohesive, unified, and focused command staff.
- † 13. Willingness and ability to become an integral part of, and assume a visible leadership role in the community in which you serve.
- † 14. Ability to attend work on a regular basis.

* Essential functions of the classification

† Job requirements of the classification necessary on the first day of employment

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| HR: CT | Union: LELS | EEOC: Professionals | CSB: 20070912 | Class No: 1151 |
| WC: 7720 | Pay: **1105-1110 | EEOF: Police Protection | CC: 20071009 | Resolution: 07-0659R |