



POLICE LIEUTENANT POSITION DESCRIPTION

GENERAL PURPOSE

The purpose of a police Lieutenant is to lead and manage a team of police sergeants and officers. The Lieutenant will promote a safe, positive, and professional work environment. The Lieutenant, at the direction of the Chief of Police, may supervise all Sergeants and subsequently all Police Officers. The Lieutenant will ensure all staff carry out their duties effectively and efficiently and uphold the law. The Lieutenant must respond to situations with poise, acting quickly and calmly. In addition to supervising Sergeants and Police Officers, the Lieutenant will perform general police duties in the protection of life and property through enforcement of local, state, and federal law, can investigate and prevent crimes, and will aid in educating the public.

SUPERVISION RECEIVED

A Police Lieutenant will work under the direction of, and report to, the Chief of Police, unless specifically directed otherwise by the Chief of Police.

SUPERVISION EXERCISED

Exercises supervision over Police Sergeants, subordinate Police Officers, and support staff in their assigned duties, unless specifically directed otherwise by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to:

- Provides supervision, guidance, and assistance to Sergeants and subordinate Police Officers and support staff in the department.
- Preserves and promotes the chain of command within the rank and file and the operations of the Police department.
- At the direction of the Chief of Police, the Lieutenant will perform a variety of routine and complex public safety work in the administration of the police department to include, but not limited to; policies, general orders, special orders, and procedures of the department set forth by the Chief of Police/or City administration.

- Oversees and may personally participate in investigating criminal law violations, obtaining evidence, and compiling information regarding crimes, preparing cases for filing of charges, testifying in court and related activities.
- Develops, promotes, and maintains a climate in which moral, motivation, and individual effectiveness in the department is positive, productive, and affective.
- Supervises the scheduling and coordination of shift activities.
- Reviews a variety of police related reports prepared by subordinate officers and Sergeants.
- Makes day-to-day police assignments as required by the needs of the department and assists in training of personnel according to department standards, policies, or procedures.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Determines how to deploy personnel during emergency responses.
- Maintains contact with other police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.
- Maintains contact with general public, court officials and other City of Deadwood officials in the performance of police duties.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances. Keeps current on new methods of operations, changes in criminal law, and procedures that may affect the operations of the department.
- Oversee and assist, as needed, in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

- Oversees and assists, as needed, in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs etc... Takes appropriate law enforcement action.
- Prepares a variety of reports and records.
- Reviews, evaluates, and develops programs, policies, and procedures for various departmental operations.
- Perform CPR and First Aid when needed.
- Follows all safety policies and procedures of the Deadwood Police Department.
- Exercises initiative and discretion when faced with emergency conditions.
- Additionally, the Lieutenant may be responsible for the other duties/tasks as assigned/delegated by the Chief of Police. These duties/tasks include but are not limited to: Review calls for service, review and approve case reports and accident reports, daily shift schedule, NIBRS, complete audio/video downloads of cases for the States Attorney's office, fleet operations, Acadis submissions, PBT calibration, new hires, training records, evidence, FEMA registrations, MOCIC, ride-along approvals, and any other tasks as assigned.

ADDITIONAL DUTIES ESSENTIAL

Essential duties and responsibilities include, but are not limited to:

- Provides supervision, guidance, and assistance to Sergeants and subordinate Police Officers and support staff in the department.
- Oversee investigations, direct or assists patrol Sergeants and/or Officers in the investigation of crime scenes and/or traffic accidents.
- Performs the duties of patrol Officer as needed or when directed to.
- Participates on oral boards for selection process of new hires, specialty positions, and promotions within the department.
- Work with citizens and business leaders in all types of situations.
- Work with Sergeants and be able to make team orientated, sound judgment decisions.

- Work flexible hours/or shift work, including holiday, weekends, and extended days. Subject to call-out as needed.

DESIRED MINIMUM QUALIFICATIONS:

GENERAL QUALIFICATIONS

- Must be 21 years of age or older.
- Must be a United States citizen.
- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other state.
- Must not have a felony conviction or disqualifying criminal history.
- Ability to work flexible hours/shift work.
- Ability to be called in.
- Must be computer literate.
- Not be on any probationary status and be in good standing with the department.

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.
- South Dakota Law Enforcement Certified.
- A minimum of three (3) years as certified law enforcement officer.
- A minimum of two (2) years of experience at the rank of Police Sergeant with the Deadwood Police Department.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Must have thorough knowledge of:

- Supervisory methods
- Federal, State, County, and City municipal codes, laws, and regulations
- Standard police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigations, and identification techniques.
- Thorough knowledge of Criminal Law and Criminal Procedures, including references regarding apprehension, arrest, custody of offenders and rules relating to the seizure and preservation of rules of evidence.

- Thorough knowledge of offensive and defensive weapons, including defensive tactics and techniques.
- Thorough knowledge of effective and appropriate interviewing and interrogation techniques.
- Thorough knowledge of the safe and effective use of firearms and other related police equipment.
- Ability to prepare complete, accurate, fair, and timely evaluations of personnel in the department.
- Ability to provide effective supervision, training, and motivation for the department.
- Ability to effectively maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Ability to effectively interpret and apply law, regulations, policies, and procedures.
- Ability to demonstrate skill and efficient firearm use.
- Ability to establish and maintain effective working relationships with other supervisors, officers, other City personnel, City Officials, and public from a variety of racial, ethnic, and economic backgrounds.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to prepare and present accurate and reliable reports containing facts, findings, and recommendations.

SPECIAL REQUIREMENTS

- Obtain and maintain CPR and First Aid Certification.
- Attend an advanced Supervisor/Management level class within 1 year of employment/date of promotion.
- Ability to meet Department's physical standards with 1 year of employment.

TOOLS AND EQUIPMENT USED

The following is a list of tools and equipment used in the performance of a law enforcement officer's duties, which include, but are not limited to: Police car, police radio, radar, handgun, rifle, shotgun, taser, baton, and other equipment as required, such as breathalyzer, pager, first aid equipment, copier, fax, typewriter, personal computer programs, such as word, excel, zuercher, etc. Cameras and video recording equipment. Tools and equipment used in crime scene processing.

PHYSICAL DEMANDS

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

The employee must work rotating shifts and extended workday, overtime, and call out assignments. Employees will work and deal with the general public in all types of situations and conditions. The employee will be in good health as there are frequent periods of sitting, standing, bending, crawling, and stooping in all types of terrain and conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift, carry, and/or move more than 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. Drive patrol vehicles in a safe and effective manner while on patrol or responding to a complaint in all types of weather conditions.

SELECTION GUIDELINES

Formal letter of interest be submitted to the Chief of Police; rating of education and experience; oral interviews and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Functional Job Description

DATE: _____

Position: _____ Police Lieutenant _____

Employee Name: _____

Physician Approval: _____

Date Developed: 06/05/2013 Revisions: _____

PHYSICAL DEMANDS

Note: In terms of an eight hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 10 HOUR DAY	COMMENTS
Sit	2	5	Patrol Car.
Stand	2	5	
Walk	2	5	
Bike	2	6	

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop			X		
Squat		X			
Crawl		X			
Climb		X			
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	100 pounds	25 pounds	20 pounds	Duty Gear
Lift (pounds)	100 pounds	25 pounds	20 pounds	Duty Gear

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Motor Vehicle or bicycle.
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	Fire arm.

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Bike helmet, vest, HPD, gloves, mask, dust mask, safety glasses.
Correctable vision to 20/40 Near/Far	X		

Smell	X		
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ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		Firearms, sirens, rally, crowded establishments, special events –concerts.
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		Firearms
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	X		Vehicle accidents
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		

Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure		X	
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.	X		Advanced Accident Investigation (Not all officers are required to use)
Reading Skills:			
Basic instructions material	X		
Technical information	X		

Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for POLICE LIEUTENANT**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date