

City of Lake City, FL

Classification Description

Classification Title: POLICE LIEUTENANT-
ADMINISTRATIVE BUREAU COMMANDER
Department: POLICE

Pay Grade: 14
FLSA Status: Non- Exempt

General Description

This is responsible supervisory work position that is responsible for directing the activities and operations of the Investigations Division, Office of Professional Standards, Accreditation, Records, Community Resource Officer, Property and Evidence, Task Force, Crime Unit, Training and School Crossing Guards.

Nature of Work

Essential Functions:

- Plans, programs and supervises activities and personnel assigned to the investigative team.
- Oversees all In-Service Training.
- Participates in department, law enforcement meetings and other meetings.
- Represents the department on various boards, committees and events.
- Coordinates activities between investigations and various department and department components.
- Assists in the selection, staffing, training, performance, and discipline of department personnel. Reviews personnel evaluations.
- Participates in the review of training material.
- Investigates major crimes.
- Makes purchases and obtains quotes for police equipment.
- Conducts internal investigations
- Reviews and updates policies. Participates in problem solving and decision making as part of the Chief staff.
- Collets and reviews Investigation statistics sheets.
- Assigns cases to Investigators.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be

POLICE LIEUTENANT – Administrative Bureau Commander

required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses highly technical computer applications, such as GIS or CAD.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the modern principles, practices, and methods of police administration, organization, operations, and investigations;
- Knowledge of the operating procedures of the department and limitations upon department authority;
- Knowledge of the pertinent laws, ordinances, and codes pertaining to criminal and related violations;
- Knowledge of the methods of preservation of evidence and what constitutes admissible evidence;
- Ability to plan, assign, supervise and review work of subordinate personnel;
- Ability to establish and maintain effective working relationships with other public officials, departmental members, and the general public;
- Ability to react quickly and calmly in emergencies; and
- Ability to observe situations analytically and objectively and to record them clearly and completely.

Minimum Qualifications: Graduation from an accredited college or university with an Associates Degree in Law Enforcement or a related field is desirable. Five (5) years successful police experience with a minimum of three (3) years at the rank of sergeant or supervisor level. Must possess a Florida Law Enforcement Certification. Must possess a valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Driving
- Ability to lift over 20 pounds

Environmental Conditions:

- Works inside and occasionally outside in varied weather conditions
- Works in or with moving objects or vehicles
- Works in stressful conditions at times

POLICE LIEUTENANT – Administrative Bureau Commander

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature