



TO: Civil Service Commission

FROM: Michelle Sutherland, Secretary Examiner
Jay Mason, Police Chief

DATE: November 9, 2025

SUBJECT: Class Spec Update: 413 Police Lieutenant

Recommended Action:

- Approve the updated verbiage of the Police Lieutenant (Revised version below)

Background:

The current classification specification for the Police Lieutenant includes outdated terminology and requirements that no longer reflect the operational structure or expectations of the Tumwater Police Department. Specifically:

- **Technical Corrections:** The title “Commander” has been updated to “Deputy Chief” throughout the specification to align with the department’s current organizational hierarchy.
- **Requirement Modifications:** Updates have been made to the minimum qualifications, including education and experience criteria, to better reflect the evolving responsibilities of the role and to ensure consistency with comparable positions in other jurisdictions.

These revisions are intended to improve clarity, support accurate recruitment efforts, and assist Human Resources in conducting classification studies. The updated specification also ensures compliance with current legal and operational standards while maintaining flexibility for future adjustments.

Alternatives:

- No alternatives suggested

Class Title: Police Lieutenant

Class Code: 413

Department: Police

Reports To: Deputy Chief

Salary Grade: p15

FLSA Status: Non-exempt

Represented: Police Management

FTE Status: FT/PT Salaried

Competency Level: Manager

General Statement of Duties: Performs responsible professional, administrative, and supervisory tasks to assist in directing the operation and activities of the Police Department. Duties may vary and encompass all aspects of municipal law enforcement service, including administration, patrol, traffic control, criminal investigation, crime prevention, and recordkeeping services.

Essential Job Duties:

1. Coordinates the work and exchange of information between teams and divisions.
2. Prepares and plans for special events; Assumes command at the scene of major events/incidents.
3. Participates in the development of, departmental policies, procedures, and plans; may recommend priorities, goals and objectives; assists in the implementation of new policies, procedures and goals.
4. Participates in the development and implementation of the department budget; Responsible for monitoring and authorization of purchases within areas under their supervision.
5. Responsible for planning, monitoring and coordination of department programs: Training; FTO; Firearms; Defensive Tactics; K9; EVOC; Less Lethal; Active Shooter; Riot, Patrol Tactics; Ride-Along; Outside Employment; Fleet; and, Equipment.
6. Evaluates identified community law enforcement concerns and objectives; assists Deputy Chief in developing and implementing programs and priorities to achieve results.
7. Responsible for the enforcement of federal, state, and local law enforcement codes and standards.
8. Coordinates department's cooperative efforts with local, state, and federal law enforcement officials in the apprehension and detention of wanted persons.
9. Receives and investigates complaints, taking action as necessary.

10. Represents the department at meetings, conferences and task forces as assigned.
11. Represents City before public organizations, citizens, media, boards, or commissions as assigned.
12. Participates in personnel processes: hiring, evaluation, promotion or transfer; conducts formal and informal discipline; Investigates citizen's complaints.
13. May act as the Acting Deputy Chief in the absence of the Deputy Chief.
14. Performs other duties as required or assigned.

Performs related duties as assigned.

Knowledge, Skills, and Abilities:

1. Thorough knowledge of modern criminal justice and law enforcement principles, practices, and techniques of police service administration, organization and management;
2. Knowledge of the laws, regulations, codes, and current practices affecting law enforcement;
3. Skills to operate police record systems
4. Ability to demonstrate effective use of the principles and practices that apply to patrol, traffic control, criminal investigation, crime prevention, recordkeeping, communications, and care and custody of person and property;
5. Basic knowledge of budgeting, purchasing and planning.
6. Ability to effectively direct, coordinate and evaluate the activities of department personnel;
7. Ability to effectively supervise subordinates to achieve a high level of service and productivity;
8. Ability to reason and react calmly and quickly in emergency and life threatening situations;
9. Ability to express ideas clearly and concisely orally and in writing, to groups and individuals;
10. Ability to establish and maintain effective working relationships with subordinates, elected officials, and the public.

Minimum Qualifications:

1. High School graduation or a GED certificate.
2. Five years' experience with a law enforcement agency, two years of which must have been as a Police Sergeant with the Tumwater Police Department
3. Two years of service with the Tumwater Police Department.
4. Must be able to successfully Complete Middle Management and Command College training.

Training/Licenses/Certifications: External applicants must be able to pass or prove the ability to pass a LEOFF II medical examination or a standard medical examination, as specified by the employer or the State of Washington. Must be able to meet the requirements of the City of Tumwater Civil Service Commission, regarding minimum age, education and physical strength / agility or other job-related qualifications. Must possess a valid Washington State Driver's License and have a driving record acceptable to the City's insurance carrier. Must pass a thorough background investigation and psychological examination.

Supplemental Information:

Contacts: Lieutenants have constant, daily contact with staff for the purpose of providing management and information sharing. Successful interpersonal contact is a key element. Lieutenants routinely communicate with individuals of all organizational levels and often serve as a link between command staff and other staff; and, Lieutenants have contact with all segments of society, with some becoming adversarial in nature and requiring tact, discretion and self-control. Maintaining friendly and cooperative relationships with members of the community is necessary for position success.

Supervision: This position is supervised by the Deputy Chief through general review of work plans, progress and results; and achievement of department objectives. Supervision of sergeants, officers and civilian employees is required.

Accountability: Lieutenants are accountable for ensuring law enforcement activities are delivered in an effective, efficient manner according to Department policies and procedures.

Working Conditions: The majority of each work assignment is completed from an office, though field work is required at times. Lieutenants may be exposed to physical and verbal abuse in circumstances requiring considerable self-control. Field work may require physical exertion, exposure to inclement weather, safety hazards and life-threatening situations. Other working conditions are outlined in the Collective Bargaining Agreement.

Physical Requirements: Work is often performed in an office and field setting. Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE), committed to a diverse workforce. Women, minorities and people with disabilities are encouraged to apply.