

**TOWN OF GILBERT
CLASS SPECIFICATION
Police Lieutenant**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Sworn Police	C52PD	Non-Exempt

CLASS SUMMARY:

This class is the third level in the Sworn Police series. Incumbents provide direction and supervision for a section of Police Officers and Sergeants and are accountable for overall incident command at a crime scene. Incumbents are responsible for supervising a section comprised of multiple units; organizing and planning required training; providing administrative and policy activities in support of operations; responding to and directing activities and procedures related to Police procedure; managing assigned projects; managing operational budgets; managing inventory; overseeing the investigation of criminal activities; and, performing special assignments.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. Conducts briefings to ensure staff is informed of priorities and occurrences.	Daily 20%
Manages and prioritizes operational activities, responds to requests and manages communication flow. Reviews, completes and approves reports and documents and ensures proper documentation is provided and maintained. May direct the release of public information.	Daily 20%
Oversees and responds to calls for law enforcement service and assumes command. Provides backup as needed. Coordinates and directs emergency response operations at major incidents. Makes tactical team and personnel assignments ensuring appropriate coverage of resources and equipment. Coordinates with other agencies as needed.	Daily 25%
Represents the police department and serves as a liaison with other departments and externally with other agencies and at community events and meetings. Responds to questions, provides information, resolves complaints, and promotes	Weekly 10%

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positive public and community relations.	
Develops goals, provides strategic planning and scheduling, and assesses operational performance. Prepares and monitors budgets. Ensures compliance of operations in accordance with policy, laws and regulations.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Bachelor’s Degree and 3 years of Police experience including 2 years Sergeant-level experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License
- Valid Arizona Peace Officer Standards and Training Certification

KNOWLEDGE OF:

- Modern law enforcement practices, public safety and security;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Management principles;
- Budgeting principles;
- Modern office equipment.

SKILL IN:

- Supervising, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing leadership and mentoring;
- Managing time effectively;
- Applying investigation techniques;
- Building consensus;
- Implementing adaptability;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Police Lieutenant – C52PD

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)