

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB132 Police Lieutenant
POSITION #/TITLE: ALL Police Lieutenant	Adopted: 07-97
	Revised: 02-16

POSITION DESCRIPTION

Dept: Police	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 17
Reports To Position #/Job Code #/JC Title: NB127/Police Captain	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Prescribed by Civil Service (sworn position)
Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Protective Clothing	

General Statement of Duties

Manages, evaluates and supervises assigned Police Department patrol, traffic, investigative, administrative, support and public outreach operations, activities and programs; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of assigned patrol, traffic, investigative, administrative, support and public outreach staff. The individual in this classification may be assigned to any patrol, traffic, investigative, administrative, support or public outreach program or special assignment and be required to fulfill the management responsibilities of that program or activity.

Examples of Essential Work (Illustrative Only)

Plans, develops, supervises and evaluates the administrative and program processes, procedures and functions for police department operational programs and activities;
Plans, assigns, schedules, motivates, counsels, disciplines and evaluates the work of police department patrol, traffic, investigative, administrative and support staff;
Directs, observes and evaluates officers in the performance of their duties directly or through their Sergeants;
Supervises, assists and evaluates Sergeants and their duties;
Instructs and advises subordinates on State and City laws, regulations and rules, department policies, procedures and techniques;
Writes and submits State, City and departmental nominations of awards for select individuals/units;
Investigates complaints against personnel;
Instructs and advises seniors and subordinates on select topics to include firearm, emergency vehicle operation, and other police related subjects;
Prioritizes problems, considers alternatives and resources needed, implements plans, monitors progress, evaluates effectiveness of plans and modifies as needed;

Commands or assumes command of work units during specific periods in the absence of the unit or shift Captain;

Participates in command of police investigative or other specialized units in support capacities;

Ensures that superior commanders are informed on daily activities and on-going investigations and/or projects;

Participates with the Captain in the scheduling and preparation of assignments for subordinates and organizes shift and unit operations;

Reviews reports from Officers, Detectives and/or Sergeants to ensure arrest information and investigative reports and files are accurate, complete and in proper order;

Manages, maintains and updates records of officers on shift/unit;

Plans, writes and delivers press releases as necessary;

Assumes command of crime scenes or other areas as necessary;

Notarizes citations, complaints and other forms as necessary;

Develops and administers policies and procedures for work activities, projects, plans and programs;

Plans, prepares and monitors budgetary activities for the police department administrative, operational and public education activities;

Develops and manages technical and educational material development and dissemination;

Prepares, submits, and administers state and/or federal grants in area of operational responsibility;

Plans, develops, manages and monitors the development and implementation of operational and administrative project standards, including grants and their budgetary activities;

Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of operational and administrative improvement systems;

Serves as liaison to internal and external customers and responds to requests and inquiries concerning programs, policies, procedures, time lines, data generation, analysis and services;

Manages the development of purchasing specifications, requests for information (RFI's), requests for quotations (RFQ's), requests for bids (RFB's) and requests for proposals (RFP's) for the purchase of operational and administrative materials and services;

Reviews, analyzes and manages operational and administrative program data and maintains records for administrative and public education programs and ensures compliance;

Serves on the Police Department management team and recommends administrative, operational, educational and planning projects;

Serves as a member of task forces, committees, coalitions, councils, boards and organizations as requested and authorized;

Manages preparation of program budgets and monitors operating expenses for operational, administrative and public education programs;

Performs patrol, investigative and administrative police work for the assigned area of responsibility;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of public administration, management techniques and law enforcement supervisory principles and practices;

Thorough knowledge of disciplinary procedures;

Thorough knowledge of manpower planning, utilization and distribution;

Thorough knowledge of Police Department functions, procedures, policies, goals, organization, general orders, and rules and regulations;

Thorough knowledge of local, state and federal penal codes;

Thorough knowledge of investigation practices, patrol and surveillance activity;
 Thorough knowledge of arrest procedures, prisoner restraint and transportation;
 Thorough knowledge of interview and interrogation techniques;
 Thorough knowledge of evidence handling, collection and chain of custody requirements;
 Thorough knowledge of emergency response, first aid and personnel safety procedures;
 Thorough knowledge of duties of superior officers in assigned units;
 Thorough knowledge of the current police union contract;
 Thorough knowledge of instructional techniques and local area experts on select police related topics;
 Thorough knowledge of property acquisition, repair and accounting;
 Good knowledge of cost accounting, public finance, and grant development, administration and reporting activities;
 Good knowledge of strategic, practical and operational planning techniques;
 Ability to perform all duties of Police Officer;
 Ability to plan, prioritize, schedule, organize and supervise investigative operations;
 Ability to train, assign, motivate, supervise and evaluate the work of others to ensure the quality and efficiency of work, the understanding of their responsibilities and the resolution of their questions;
 Ability to supervise and lead subordinates through instruction in the performance of their duties;
 Ability to handle potentially dangerous and hazardous situations;
 Ability to deal effectively with and assume command of individuals and groups in sensitive and controversial situations;
 Ability to deal with people in sensitive and controversial situations;
 Ability to interrogate suspects and develop detailed reports of crime facts and situations;
 Ability to communicate effectively and maintain working relationships with the supervisor, other law enforcement, emergency response, detention and court personnel, and the general public both orally and in writing, using both technical and non-technical language;
 Ability to make sound decisions based on knowledge skills and experience;
 Ability to present information and evidence in court;
 Ability to train employees, manage field situations and maintain records;
 Ability to prepare accurate and reliable reports containing findings, problems, conclusions, personnel recommendations, police and legal terminology including grant requirements;
 Ability to perform a wide variety of law enforcement tasks with accuracy and speed under the pressure of time-sensitive deadlines;
 Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 Skill in communications, persuasion, negotiations in command and control of highly emotional environments and in emergency situations;
 Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree, Bachelor's Degree preferred, in law enforcement, criminal justice, criminal justice administration, public administration, business administration, political science, psychology or sociology; and
 Five years of work experience in law enforcement.

Required Special Qualifications
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Certified as a Police Officer by the State of Iowa;
 Valid Iowa State Drivers License.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient physical abilities to perform all of the duties of the class and of any other classes of sworn positions to which the employee may be assigned or which the employee may assume on a regular, temporary or emergency basis;

Sufficient clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to observe and identify crime evidence, criminal activity, read and report license plate numbers, review a wide variety of written and electronic materials, maintain personal and public safety during use of a firearm, emergency vehicles and operate general office equipment;

Sufficient manual dexterity which permits the employee to operate firearms, emergency vehicles, restrain and retain suspects, render aid to the public and administer sobriety and other field tests;

Sufficient personal mobility which permits the employee to protect individuals and oneself from life threatening situations, pursue suspects, and search a variety of crime scenes, motor vehicles and public properties.