

POLICE LIEUTENANT

NATURE OF WORK

Performs work with a high degree of difficulty in planning, organizing, commanding, administering and coordinating the delivery of law enforcement services through the operational units or specialized functions assigned. An employee in this classification commands a division and/or specialized function. The employee may command the entire Department in the absence of the Chief of Police. Assignments and general instruction are received from the Chief, who reviews work methods and results through reports, inspection and discussion.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples **do not** include **all** of the duties which the employee may be expected to perform.)

1. Serves as the commander of a division or specialized function within the Police Department.
2. Directs the Department in the absence of the Chief of Police.
3. Assists the Chief with delegated administrative matters.
4. Plans, directs and assists in the delivery of law enforcement services, including; crime prevention, traffic enforcement, criminal investigations, and other police activities.
6. Apprises the Chief of Police of division performance and problems; proposes modification to policies, rules, plans and operational methods where appropriate.
7. Directs, monitors and evaluates the proper performance of subordinates.
8. Reviews complaints and departmental activities with citizens and representatives of organizations.
9. Maintains good public relations, including making public addresses, appearances and other activities.
10. Evaluates the performance of subordinate personnel and makes recommendations for personnel actions.
11. Supervises the maintenance of Department equipment and facilities.
12. Assists in the recruitment and training of police personnel.
13. Monitors the preparation of uniform crime statistic reports, other records and correspondence.
14. Coordinates and supervises special activities, involving investigative duties, traffic control, parking enforcement and public events.
15. Performs all of the essential duties and functions of a Sergeant.
16. Performs related work as required.

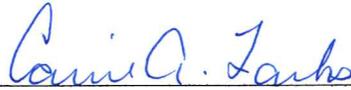
POLICE LIEUTENANT (Continued)

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

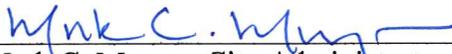
All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Seven years of progressively more responsible law enforcement experience, including three years in a supervisory position and experience in at least one specialty area.
- Graduation from an accredited college or university with primary course work in police science and administration.
- Advanced training and certification in specialized police science.
- Licensed by the Michigan Commission on Law Enforcement Standards (MCOLES).
- Extensive knowledge of the methods and practices of modern police science and administration. Considerable knowledge of the geography, streets and important locations in the City.
- Extensive knowledge of applicable Federal, State and local criminal laws and ordinances.
- Thorough knowledge of the Departmental rules and regulations, and ability to enforce them.
- Ability to train and coordinate the work of subordinates.
- Ability to act effectively in emergencies and under stress.
- Ability to work effectively and harmoniously with other officials, employees and the general public.
- Skilled in the use of firearms, less lethal weapons, and defensive tactics.

Approval:



Carrie A. Larks, Personnel Director



Mark C. Meyers, City Administrator



Nancy Crandall, Mayor