

POLICE LIEUTENANT

JOB DESCRIPTION

Classification Responsibilities: A Police Lieutenant performs administrative and technical work of a difficult nature including planning, organizing, supervising, and managing all aspects of work in an assigned area. An employee in this class has full responsibility for Police activities in a specific section of the City involving: the management of personnel, stations, equipment, and field emergencies on an assigned shift; or in a special investigative or intelligence section; or has important administrative responsibilities within a division of the department. A Police Lieutenant promotes and assists in the development of the Police Department's long-range goals and objectives. A Police Lieutenant participates in the more difficult police and investigative problems, develops tactical plans of action, and instructs officers and supervisors on the methods to be followed. This class performs related duties as required.

Distinguishing Features: A Police Lieutenant must be able to handle a wide range of assignments with relative independence and limited direction. Work is performed under the general direction of a Police Commander or other superior officer. Supervision is exercised over the work of Police Sergeants, Police Officers, and/or civilian employees. Work is performed in accordance with federal, state, and local laws, as well as departmental policies, procedures, and general orders. The Police Lieutenant class can be distinguished from the Police Sergeant class by the former's much broader scope of responsibility in terms of supervision, decision-making, involvement in fiscal/policy issues, and planning. The Police Lieutenant class can be distinguished from Police Commander by the latter's much broader scope of program planning, fiscal policy-making, and managerial/administrative responsibility. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Three years of current experience as a Police Sergeant with the Mesa Police Department. A minimum of 90 semester hours of college credit. A Bachelor's Degree is required within 3 years of promotion date into this classification. Only college credit hours from a regionally accredited college or university are acceptable. No duplicate classes will be counted.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Class D Arizona Driver's License by promotion date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, coworkers, subordinates, or others in order to provide direction and training, explains departmental policies and procedures, laws, ordinances, codes, etc., resolves complaints and personnel matters, and gathers and disseminates information. Serves as a liaison between the Police Department and the media. Produces documents including: departmental policies and procedures, administrative studies, performance evaluations, disciplinary investigations and recommendations and budgetary recommendations for a division, with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Manual/Physical: Detects alarms, sirens, gunshots, and other audible signs of warning in order to detect crimes, determine directions, and ascertain the seriousness of incidents. Maintains the ability to perform all duties of a Police Officer, including making forceful arrests and firing a weapon. Operates a motor vehicle (typically a patrol car) requiring a standard Arizona Driver's License to respond to emergency calls, gather information for investigations, and monitor subordinates' activities. Enters data or information into a terminal or personal computer to enter reports, monitor calls and subordinates' activities, run inquiries, and send and retrieve electronic mail messages. Detects natural gas leaks, toxic gases, smoke, hazardous materials, alcohol, and drugs, in order to ascertain physical impairment that may lead to arrest, determine medical emergency status, and determine the seriousness of incidents. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic. Observes, inspects, and monitors vehicles, traffic signals, people's behavior, suspicious activity, traffic and weather conditions, and subordinates' conduct and appearance to determine compliance with applicable laws, codes, and departmental policies/standards, and make decisions regarding pursuits and arrests.

Mental: Comprehends and makes inferences from written material including: departmental policies and procedures, federal and state laws, City codes, City Personnel Rules, police reports, and administrative studies in order to resolve operational and procedural problems, to formulate goals, objectives, and plans to maintain departmental efficiency and responsiveness, and to make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Supervises and evaluates the work of subordinate personnel (which may include Police Sergeants and sworn officers or civilian supervisors and support personnel performing police work or support functions) according to performance standards and departmental procedures/policies. Reviews and checks the work of subordinates by reading police reports/investigations, and observing actions in the field. Prioritizes administrative responsibilities assigned. Learns job-related material through on-the-job training (Continuing Officer Education [C.O.E.] regarding police procedures and methods, federal and state statutes, case law, departmental policies and procedures, and supervisory techniques. Analyzes data found in police reports/investigations, statistics, surveys, etc., in order to make recommendations in a written report format to management regarding crime trends, disciplinary actions, police procedures/policies, and long-range goals and objectives. Uses graphic instructions such as maps and apartment complex drawings in order to make location assignments, reroute traffic, and implement tactical and strategic procedures.

Knowledge/Skills/Abilities:

Knowledge of:

principal-based leadership and ethical decision-making;
Mesa Police Department policies, procedures, operations orders, and general orders;
federal, state, and City criminal and traffic laws, ordinances, and related court decisions;
City of Mesa Management Policies and Personnel Rules;
current trends and developments in law enforcement;
the principles and practices of modern police work and the laws governing the apprehension, arrest, and custody of persons committing misdemeanors and felonies, search and seizure, and the rules of evidence;
police methods and procedures related to patrol, traffic control, investigation, and identification techniques;
the geography and demographics of the City of Mesa;
principles of supervision, training, and performance evaluations; and
police equipment including firearms, communication equipment, and computers.

Skill in:

effectively dealing with the public under adverse situations; and
supervising and evaluating the work of subordinates.

Ability to:

analyze and react to emergency situations quickly, calmly, and correctly to adopt effective courses of action, giving due regard to surrounding hazards and circumstances;
gather, assemble, analyze, evaluate, and use facts and evidence in criminal and administrative investigations;
adequately redistribute available resources from one location to another during periods of high activity in order to provide maximum coverage;
maintain records on equipment, supplies, and activities of the division, and prepare recommendations on personnel, supplies, and equipment needs for the budget;
promote and assist in the communication of departmental policies to subordinate personnel;
prepare work schedules including coordination of vacation and leave schedules to ensure proper staffing of posts on a day-to-day basis in a manner which provides the most effective level of police protection for the City;
inspect police vehicles and other equipment for proper working order and direct correction of deficiencies; and
establish and maintain effective working relationships with subordinates, coworkers, management, City officials, personnel from other law enforcement agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TR/sb/th

CS5119.DOCX

EEO-Prof

JOB FCTN-PUB

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: 61

IND-7720

SWORN-Y

Non-DOT Random-Y

DOT-N

INCREMENTS 146-200