

CITY OF HELENA



Position Title: Police Lieutenant

Department: Police

Position #: 2204

Grade: 155

EEO Category: (04) Protection/Services FLSA: Non-exempt

EEO Function: (04) Police Protection Work Comp Code: 7720

DEFINITION

Under general direction, to supervise, plan and coordinate the activities and operations of assigned division, section, detail, or unit within the Police Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to a Police Captain and Assistant Chief of Police.

SUPERVISION RECEIVED

Supervised by Assistant Chief of Police.

SUPERVISION EXERCISED

Exercises direct supervision over assigned supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate and supervise the organization, staffing, and operational activities, programs, functions, and services for the assigned division, section, detail, or unit within the Police Department.

Participate in the development and implementation of goals, objectives, policies, and priorities for the assigned operations or programs; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate, and review the work plan for the assigned operations or program; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings.

Provide staff assistance to higher level staff; prepare and present staff reports and other necessary correspondence.

Conduct internal investigations of citizen and officer complaints as assigned; mediate conflicts between Department personnel and citizens.

Perform special assignments and investigations as assigned.

Important & Essential Duties cont.:

Assume immediate command of police activities in the event of an emergency until relieved by a superior officer; respond to major crime and accident scenes.

Supervise investigations, interviews, and interrogations in the field; personally conduct highly complex or sensitive investigations.

Supervise, monitor, and participate in the intake, maintenance, and dissemination of criminal records information.

Review the work of departmental personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.

Oversee the use and care of equipment.

Maintain and prepare various records and reports.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Review new laws and ordinances; develop and implement directives and procedures in response to changes.

Evaluate Department training needs and make recommendations; coordinate, develop, implement, and monitor training programs for the Department including remedial training, firearms training, and field training.

Make public appearances on behalf of the Police Department.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive municipal law enforcement program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of law enforcement program development and administration.

Knowledge of cont.:

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate firearms and other modern police equipment.

Operate a motor vehicle safely.

Ability to:

Perform the functions listed in the Police Officer job description.

Provide administrative and professional leadership and direction for the assigned division of the Police Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services.

Manage, direct and coordinate the work of supervisory, professional, technical, and clerical personnel.

Select, supervise, train and evaluate staff.

Identify and respond to community, Chief of Police, and Assistant Chief of Police issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Physical Demands/ Work Environment

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, in a police car, and outdoors with ability to sit, stand, see, hear, lift up to 50 pds., and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Helena City Codes; physical strength and ability to engage in foot pursuit, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for twenty-four hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and bloodborne pathogens and other bodily fluids.

Experience and Training Guidelines:

Experience:

Shall have obtained the rank Senior Officer or above within the Helena Police Department.

Education:

High School diploma or GED certificate.

License or Certificate:

Possession of a Basic P.O.S.T. Certificate.

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____