

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Lieutenant	CLASS. CODE: 0447
DEPARTMENT:	Police	FLSA: E
REPORTS TO:	Deputy Police Chief	DATE: 7/1/2002

Job Summary:

Commands a patrol shift or is responsible for administrative work directing the operation of a specialized section of the Police Department.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Provides overall command of unit activities and personnel as it pertains to overall operations and provides counsel on general and specific problems relative to the shift or particular unit.
2. Provides leadership which includes motivation of department personnel, anticipates and responds to organizational and community needs and provides positive direction in conflict resolution and in managing of organizational change.
3. Directs briefing and planning activities prior to the start of a patrol shift or a specific police mission; reviews and determines assignment patterns to be maintained, subject to general departmental priorities. Supervises and participates in debriefing activities.
4. Plans and forecasts the staffing levels of assigned units. Includes scheduling vacations, training and ensuring adequate staffing is present 24 hours a day.
5. Manages an assigned section of the police department to include leadership, command, supervision, direction, training and management of personnel within the section.
6. May manage multiple special projects or assignments, such as grant management, Emergency Operations Coordination, in addition to assigned section.
7. Prepares and reviews correspondence, researches and analyzes data, and prepares and presents reports on police-related issues to various groups including City Council.
8. Provides command guidance for volunteers, assists Division Commanders in the administration of their divisions, and provides information to the news media on routine matters and on major incidents.
9. Plans, directs and reviews the work of a specialized unit; reviews case results and provides command guidance on cases involving several sub-units or unusual circumstances, facilitates dissemination of information about unit activities to other divisions or sections and implements progressive patrol philosophies and alternative response procedures.
10. Interacts with partners from the community including attending neighborhood association meetings, serving on policy boards and making presentations to the public. Works collaboratively with these partners in developing solutions to community problems.
11. Participates in the creation, planning and implementation of policies and procedures within the police department. May coordinate the revision and dissemination of the department directives manual.
12. May prepare and manage the annual budget for the assigned section and participate in overall budget strategy.
13. Participates in the development, implementation and adjustment of department priorities and strategic plan.

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Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Motor vehicle
- Police equipment such as a handgun, radio, baton, handcuffs, etc.
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in law enforcement or a related field; and,

Seven (7) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Basic, Intermediate and Advanced, Supervisor and Management DPSST Certificates
- Executive DPSST Certificate preferred.
- Valid Oregon driver's license

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, and techniques of leadership and police science.
- Departmental regulations, procedures, ordinances and the laws controlling and defining work methods and solutions.
- Contemporary methods and practices of supervision, management and leadership, particularly as applied to police administration and personnel management.
- National and state professional standards.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Develop, coordinate and present training to subordinates, peers, government leaders and the community.
- Develop and maintain interpersonal relations.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Establish priorities and multi task.
- Work independently and make decisions with minimal supervision.

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- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- See clearly, near and far; possess good depth perception, peripheral and color vision.
- Restrain uncooperative and dangerous individuals.
- Bend, kneel, stoop or climb and cross rugged and uneven terrain.
- Work indoors and outdoors in a variety of weather conditions.
- Lift up to 50 pounds.
- Drive motor vehicles, sometimes at high rates of speed.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.