

CITY OF GLADSTONE POSITION DESCRIPTION

Title: Police Lieutenant
Department: Police Department

Range: 51
FLSA Status: Exempt
Supervisory
Non-Represented

Date: April 2022

GENERAL STATEMENT OF DUTIES:

Plans, organizes and manages Administrative, Patrol and Investigation units and/or programs consistent with the Department's mission, core values, and department policy. Performs a variety of routine and complex public safety work in the performance of law enforcement activities.

SUPERVISION RECEIVED: Works under the guidance and direction of the Police Chief.

SUPERVISION EXERCISED: Exercises supervision of the Patrol and Special Divisions of the Police Department. In the absence of the Chief, or when assigned, serves as the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Chief in managing the day to day operation and activities of Department personnel to achieve goals within budget parameters and with available personnel; takes measures to provide for safe and effective law enforcement practices and procedures. Reviews progress of assigned programs and personnel and makes changes in priorities and schedules as needed.

Oversees Patrol operations, investigation of crimes, and other special assignments. Monitors and responds to requests for assistance; confirms that services are provided to the Community. Reviews reports, logs and other records prepared by assigned personnel for accuracy and adequacy.

Plans and coordinates complex investigations; monitors progress of current investigations; provides assistance on complex or sensitive cases.

Enforces policies, procedures and performance standards to insure efficient and effective services in compliance with City guidelines, goals and state and local laws.

Studies and conducts research regarding Department operations and related issues; develops reports and summaries for department use. Recommends and implements operational strategies and procedures regarding assigned administrative and tactical functions.

Evaluates work methods, case handling and results; develops and implements corrective measures as needed. Conducts internal affairs investigations involving Department personnel, including cases of alleged misconduct; processes citizen complaints.

Provides advice, assistance and training to personnel as necessary to make full use of individual capabilities. Assesses training needs, recommends appropriate training and confirms training is conducted and training requirements met.

Responsible for the conduct and general behavior of assigned personnel; reviews work performance of Sergeants and conducts their performance evaluations; ensures that all Gladstone Police Department personnel operate within the parameters of performance and conduct expectations; provides recognition and reward; handles grievances, takes corrective action by issuing discipline as necessary to maintain compliance with Department policies.

Recommends promotions, transfers, disciplinary actions and discharges. Works proactively to resolve grievances and other personnel matters. Reviews time and attendance records.

Assists in the preparation of the annual budget based on staffing and resource requirements, cost estimates and goals. Researches and submits information on budgetary issues necessary to provide services; monitors and documents expenditures in order to maintain compliance with approved budget.

Position requires on-call responsibilities; drives to serious crime scenes, accidents and other serious or sensitive incidents; assists the Sergeant or Officer-In-Charge and, when appropriate, assumes command.

Ensures proper notifications are made to the Police Chief, City Administrator and/or City Council regarding issues of importance.

Coordinates administrative activities and emergency responses with other public safety agencies; coordinates activities with other City departments. Plans and develops goals and standards for assigned Department projects and assists with implementation.

Drives to and attends various Community meetings and makes presentations about law enforcement topics of interest. Solicits and encourages Community input and involvement whenever appropriate.

PERIPHERAL DUTIES

Represents the City and Police Department at task forces, committees and various meetings; Provides response to media representatives on issues, events and activities related to the Gladstone Police Department in collaboration with the PIO (Public Information Officer).

Serves as a member of the City's Management Bargaining Team; gathers data to be used in collective bargaining with the Police Officer's Association; administers collective bargaining agreement in assigned areas of responsibility.

May perform any or all duties and responsibilities of a Sergeant or Officer on an assigned shift. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

A college degree in Police Science, Law Enforcement, Criminal Justice, Public Administration, or a related field.

Possession of an Advanced Certificate from the Department of Public Safety Standards and Training (DPSST.)

Minimum of eight (8) years of work experience as a fully commissioned Officer and four (4) years of recent work experience as a Police Sergeant.

Bilingual in English and Spanish is a plus.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Special Requirements:

Obtain DPSST Certified Police Officer Management Certificate within eighteen (18) months of promotion or hire.

Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License with a good driving record.

Must successfully pass a criminal history background check and be able to pass the City's security clearance standards for unescorted access to certain City facilities.

If a lateral candidate for this position: completion of the DPSST Career Officer Development Course is required within six months of hire or promotion.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of modern law enforcement principles, policies, procedures, techniques, and equipment.
- Thorough knowledge of the practices, principles and procedures of criminal investigation; the rights of suspects and defendants; and, the rules and preservation of evidence
- Thorough knowledge of modern methods, techniques and applicable laws and statutes used in the prevention, investigation and suppression of criminal activities.
- Thorough knowledge of applicable local ordinances, department rules and regulations.
- Thorough knowledge of the records and reports required in the daily operation of a modern Police department.
- Thorough knowledge of safety regulations and procedures and practices in law enforcement.

- Thorough knowledge of the principles of supervision and leadership within a law enforcement agency; knowledge and understanding of department policy, core values, collective bargaining agreement, and administrative and personnel rules.
- Extensive knowledge of the City's geography.
- Skill in the operation of the tools and equipment necessary for the job.
- Ability to plan, organize and manage assigned program areas, including monitoring work schedules and evaluating the work of Sergeants.
- Ability to analyze and evaluate operations and develop and implement solutions to resolve problems.
- Ability to establish and maintain effective and positive working relationships with Sergeants, Officers, support staff, bargaining unit representative, other City employees, elected officials and the general public.
- Ability to communicate effectively, both orally and in writing, regarding complex or sensitive issues.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to react quickly and calmly during major incidents and in emergency situations.
- Ability to perform effectively under extremely stressful and dangerous conditions.
- Ability to train and supervise personnel.
- Ability to follow and give verbal and written instructions.
- Ability to evaluate and prepare clear and comprehensive reports.
- Ability to perform work requiring good physical condition.
- Ability to wear personal protective equipment and gear.
- Ability to safely operate a Police vehicle.
- Ability to meet all essential duties and responsibilities of the position.

TOOLS AND EQUIPMENT USED

Police vehicle, Police radio, radar gun, duty rifle, duty pistol, baton, handcuffs, Taser CEW, OC spray, personal protective equipment/gear, Intoxilyzer, mobile phone, evidence collection equipment, first aid equipment, computer, office application software, law enforcement and department specific software, the Internet, digital camera and mobile computer terminal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; drive; walk; use hands to handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, run, crouch, or crawl; and taste or smell.

By use of weapon(s) or physical abilities and when lawful and justified, the employee must be able to make an arrest, protect self, protect co-workers, protect other persons, protect property, perform defensive tactics and physically control and detain suspects.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to wear personal protective equipment/gear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Police Lieutenants are on-call working managers; will adjust actual working hours when necessary to accommodate the needs of the department or as directed by the Chief. May experience disruptions to sleep due to emergency call-outs and phone calls.

Duties are primary performed in an office environment sitting at a desk or in the field where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard from violent, aggressive and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia. Physical exertion is required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas. Physical effort is required to lift materials, equipment and persons exceeding 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet in the office, and moderately loud in the field.

Employee is required to don personal protective equipment/gear when the circumstances or situation warrants the necessity to do so.

PERFORMANCE FACTORS NOT PREVIOUSLY IDENTIFIED IN THIS DOCUMENT

Employees are expected to follow and adhere to all City of Gladstone policies which include, but are not limited to, the Personnel Handbook and Occupational Health and Safety Manual.

SELECTION GUIDELINES

Formal application - review of qualifications, written assignment, oral interview, background investigation with reference check, medical examination with drug screen, and psychological examination: other job related tests may be required.

At the discretion of the City, some of these steps may be waived or modified for in-house promotional candidates and/or lateral candidates.

This position description does not constitute an employment agreement between the City and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History: Created 2013; Revised 2/2018, 5/2019, 4/2022.