Job Title: Police Lieutenant
Department: Police
Reports To: Support Services Captain
FLSA Status: Exempt

SUMMARY: Works with other Police Command Staff personnel with the development and implementation of goals, objectives, policies, and priorities of the Department’s and City’s vision/strategic plans, including directing the organization, staffing, and operational activities for assigned divisions within the Police Department involved in the enforcement of all federal, state and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property.

SUPERVISION: Work is performed under the direction of the Support Services Captain; however the exercise of independent judgment and initiative is stressed. Supervision is exercised over police sergeants and other staff as assigned by the Chief of Police. May be appointed to act as Chief of Police in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops goals, objectives and work plans for division and unit based upon current and projected demands, expectations, and allocated resources. Coordinates and directs program activities to accomplish goals and objectives. Reviews and analyzes program and project activity to determine personnel and resource allocation and performance.

Reviews and evaluates employees behaviors and performance. Assigns duties and responsibilities. Determines training needs and develops programs to improve performance. Provides leadership and serves as a mentor to departmental personnel.

Works closely with Police Command Staff to prepare department budget by identifying programs, outlining program activities, and determining resources necessary for programs; develops justifications and program performance measures; monitors expenditures against budget; approves expenditures specifically related to the assignment and projects. Assists Police Command Staff in the formulation of annual and long-term budget estimates for the Police Department.

Writes and/or reviews proposed changes in policy, procedure or legislation assessing the potential impacts or changes upon the division or department.

Serves as the City, Department and/or Chief of Police representative at a variety of meetings, committees, conferences, and community organizations.

Reviews and provides assistance and/or advice and guidance to subordinate personnel on serious or sensitive issues and makes recommendations to the Support Services Captain.

Works closely with employees on issues of discipline, labor relations, contract issues, employee development, training, and discipline. Initiates or recommends appropriate disciplinary actions.
Addresses citizen’s contacts or complaints in a timely manner. Takes appropriate measures to ensure expedient resolution and/or citizen satisfaction.

Plans, controls and directs activities of a division of the Police Department, including creation of procedures consistent with the police department mission and City policies and priorities. Develops program and project goals, work plans and standards. Maintains statistics for area of responsibility.

Supervises, assigns, directs, evaluates and recommends hiring, termination, transfer, promotion, and demotion. Takes appropriate disciplinary action toward police personnel, consistent with established policies and procedures.

Coordinates and maintains files and records. Coordinates training to meet the needs and requirements of the personnel within the department.

Assists in the formulation of department rules, procedures, and policies.

Oversees and assists in investigations where major crimes, accidents or unusual incidents are involved. Performs investigative or patrol duties as necessary.

Establishes and maintains cooperative working relationships in the City and in other jurisdictions. Confers with attorneys in connection with the prosecution of criminal complaints. Participates in public relations programs of the Department and maintains communications with organizations, schools, and other groups in the City.

Interprets new laws, ordinances, rules, regulations, policies, and procedures for employees.

Conducts or directs the conduct of internal affairs investigations regarding possible officer misconduct.

Assists Sergeants, Program Coordinator, and Community Services Officer in performance of duties, personally conducting highly sensitive investigations and/or other police duties.

Prepares, analyzes, and reviews reports, documents, and statistics.

Drives to city facilities, vendors, training programs and local and regional meetings as necessary.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's Degree in law enforcement, police administration, public administration or related field required. Eight years responsible experience in law enforcement, with at least two years experience in a supervisory position. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the above.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Computer Skills:** Ability to operate a personal computer and associated software including Microsoft Word and Excel.
Certificates, Licenses, Registrations: Possession of the Management Certification from the Oregon Department of Police Standards and Training (DPSST) within one year of appointment. Possession of a valid Oregon Driver’s License at the time of appointment. Must successfully complete annual physical agility test.

Knowledge Skills and Abilities: Thorough knowledge of modern police methods, procedures, and practices, including traffic patrol, safety and investigations. Thorough knowledge of federal, state and local laws and ordinances pertaining to law enforcement. Thorough knowledge of budget preparation and administration. Thorough knowledge of the principles of supervision, organization and administration of a modern police department. Thorough knowledge of community policing, tactical operations, records and patrol management. Considerable knowledge of police equipment, its operation and maintenance. Considerable knowledge of employment and labor laws.

Ability to establish and maintain effective working relationships with public and private officials and the general public. Ability to plan, organize, assign, supervise, and review the work of other employees. Ability to develop, supervise, and evaluate police programs, employees, and activities. Ability to communicate clearly and effectively in both oral and written form. Ability to understand and write clear reports. Familiar with the geography and people of the City of Tualatin.

Physical Demands: The physical demands described here must be met by an employee to successfully perform the essential functions of this job.

Age: Must be at least 21 years of age.

Vision: Uncorrected or corrected visual acuity of 20/20 in both eyes combined. Applicants with less than 20/200 uncorrected visual in both eyes must be rejected. Applicants must possess normal color discrimination, normal binocular coordination, and normal peripheral vision.

Physical ability: Applicants must pass a physical agility test prior to appointment.

Criminal Record: Must not contain any convictions more serious than minor traffic violations.

Driver’s license: Possession of a valid Oregon driver’s license at time of appointment; must have acceptable driving record.