



City of Loveland Position Description

POLICE LIEUTENANT

Pay Range:	Based on Labor Agreement	Department:	Police
Daily Reports To:	Asst. Police Chief/Police Chief	Employment Status:	Full-time
FLSA Status:	Non-Exempt	Civil Service Status:	Classified

GENERAL PURPOSE

Under direction, plans, directs, supervises, assigns, reviews, and participates in the work of law enforcement staff while serving as watch commander on an assigned shift.

MINIMUM QUALIFICATIONS

Job Specific Qualifications

- Must be a US Citizen
- Must be a resident of Ohio
- Must be 21 years or older at the time of employment
- Must be free from Felony convictions and disqualifying criminal histories
- Must be able to read and write the English language
- Must be of good moral character, temperate, and have industrious habits

Education and Experience

- High school diploma or GED
- Some college courses in political science and/or human relations preferred
- 3 years of police experience, preferably with City of Loveland Police Department

Necessary Knowledge, Skills Abilities

- Ability to learn the applicable laws, ordinances and department rules and regulation
- Ability to perform work requiring good physical condition
- Ability to supervise, organize, and review the work of lower level staff
- Ability to supervise, train, and evaluate staff
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to follow verbal and written instruction
- Ability to learn the City's geography
- Ability to use tact and discretion
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain confidentiality
- Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions
- Ability to arrive at constructive solutions while maintaining positive working relationships
- Ability to identify problems, recognizing symptoms and causes, and identify alternative solutions
- Ability to make timely, sound decisions
- Ability to interpret complicated policies, procedures, protocols and government regulations
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to deliver effective presentations
- Ability to effectively manage time and to adapt to changing conditions and priorities
- Ability to exercise independent judgement and discretion and to work without direct supervision

Licensure or Certification Requirements

- Ohio Peace Office Training Academy (OPOTA) certification as a peace officer
- Must possess, or be able to obtain by time of hire, a valid Ohio State driver's license
- Must maintain firearms certification

Minimum acceptable characteristics (*indicates developed after employment)

- Knowledge of city, state, and federal laws / ordinances
- Laws of arrest and search and seizure
- Techniques of interview and interrogation
- Criminal case preparation
- Crime scene management
- Work with the public in a courteous respectful manner
- Ability to analyze dangerous situations and effectively identify a safe course of action to resolve the conflict
- Determine appropriate level of response to a given situation
- Principles of supervision and progressive discipline while maintaining a professional working relationship and exercising authority in a positive manner
- Department regulations and policies and procedures*

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate civil service commission testing including written test; oral interview; background investigation, psychological evaluation, truth verification test, final selection.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

Supervision:

- Acts as shift commander, supervising all officers, planning, prioritizing, supervising, and reviewing the work of law enforcement staff
- Assigns and schedules full and part time officers as needed to fill shifts
- Provides functional supervision to criminal and internal investigations
- Investigates citizen complaints
- Participates in the selection and hiring of assigned personnel and assists in their orientation and training
- Trains and evaluates assigned personnel
- In the absence of the Chief and Assistant Chief, may be designated as acting Chief
- Maintain normal availability by radio or telephone for consultation on major emergencies or precedent

Law Enforcement:

- Participates with patrol officers in police activities that are required on shift
- Works with patrol officers in the investigation of suspected violations of laws and ordinances and instructs them as necessary
- Assists in interviewing witnesses to crime or accidents
- Prepares notices of arrest and other papers for Court
- Reviews papers prepared by patrol officers
- Testifies in Court as required
- Advises subordinates preparing for court cases
- Reviews and approves all incident reports generated by officers
- Investigates all use of force incidents and prepares needed reports with findings and recommendations
- Carries out duties in conformance with Federal, State, County and City laws and ordinances
- Interprets, conveys, and ensures implementation of agency policies, procedures, and methods

Public Relations:

- Talks with members of the General Public
- Listens to complaints
- Takes action where actions is within their authority and refers other complaints to the appropriate authority
- Provides information on laws and ordinances and other information
- Acts as liaison with adjacent/outside agencies and maintains rapport with agency representatives as required

Reports / Administration:

- Prepares report of various police activities and incidents occurring during the shift
- Reviews incident reports, required forms, summons, records, and related documents prepared by subordinates to ensure accuracy and timely completion; correct or instruct officers to make corrections
- Provides a full range of administrative support to management staff
- Conduct a variety of organizational and operational studies as well as internal investigations
- Recommends modifications to programs, policies, and procedures as appropriate
- Assists in the preparation of departmental policies and procedures
- Participates in budget development and administration as well as grant applications and the administration of grants
- Demonstrate leadership and commitment to the Department Code of Ethics and the highest ethical values in the delivery of public service

PERIPHERAL DUTIES

- Maintains departmental equipment, supplies and facilities
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities
- Writes grant applications, completes studies, performs other administrative and operations duties as assigned by the Police Chief or Assistant Chief
- Performs other duties as required

EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive of the equipment required for the position.

Several types of vehicles, radio, radar or laser speed measuring device, handgun, shotgun, rifle and other firearms as required, expandable baton, chemical irritant, handcuff, breathalyzer, first aid equipment, TASER, camera, hand tools (eg. hammer, screwdriver, drill, etc.), and other tools as required.

Computer desktop, laptop, tablet, and smartphone. Software programs to capture, store, and recall data. Other computer technology as required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS (For purposes of O.R.C. 4167)

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, manipulate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, smell, talk, and hear; overcome the physical resistance of a person trying to escape or assault you.

While performing the duties of this job, the employee frequently works in outside weather conditions (extreme heat, cold, precipitation, etc.). The employee occasionally works near moving vehicles and mechanical parts; in high, precarious

places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, body fluids, extreme cold, extreme heat, and vibration.

The employee must occasionally lift and /or move up to 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.

The noise level in the work environment is usually moderate.

Job requires work on holidays, at night, during the day, and up to 16 hours in a day.

Physical Requirements Not Obvious from Essential Functions:

May be called upon to participate directly in a police action; or to establish on site command; must therefore meet physical requirement of patrol officer.

Must exercise initiative and discretion, including under emergency conditions which may involve an element of personal danger.

May be exposed to situations that present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; may be required to extend work schedule during emergency situations.

SIGNATURE

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)