

South Jordan City

Job Description

Title:	Police Lieutenant	Effective Date:	5/6/15
Org:	100600	FLSA:	Exempt/Executive
Pay Grade:	P19	Workers Comp:	Municipal

GENERAL PURPOSE

Plan, organize, direct, lead and review the activities and operations of one or more Sections or Divisions within the Police Department; provide general and complex staff support and assistance to the Police Chief; represent the Department and/or City as a senior administrative officer; command and direct operations at emergency scenes. Oversee the enforcement of federal, state and local laws as needed to preserve the peace and protect the rights and property of our citizens.

SUPERVISOR

Chief of Police

POSITION(S) SUPERVISED

Exercise direct supervision over management, supervisory, professional, technical, and administrative support staff.

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Through the direction and oversight of the Deputy Chief:

Prepare and make recommendations for the department budget, by projecting anticipated purchases and project costs related to personnel needs, training and technical equipment; monitors compliance with established budgets and fiscal guidelines; act as department procurement officer, prepare bid specifications for various department purchases; search funding alternatives and write applications for grants; administer grant programs; review and approve all purchase orders and requisition forms; order equipment and supplies.

Conduct personnel matters such as recruitment, selection, promotion, transfers and disciplinary actions; coordinate oral review boards; conduct performance evaluations and annual goals on positions within the Police Division; oversee quality of overall departmental performance and management functions.

Monitor departmental compliance with established standard operating procedures; assists in the development and implementation of quality control guidelines; makes recommendations for changes in policies and procedures and implements changes upon approval; serve as department internal affairs investigator; process and resolve charges and allegations brought against department personnel.

Write general orders and interdepartmental communications as needed; oversee, perform or delegate the preparation of departmental duty roster, and verifies that shifts have been properly filled; provide, participate & oversee in-house training and curriculum to promote the enhancement of officer knowledge, skills and abilities; oversee department Field Training Officer program for new hires; ensure appropriate documentation and records are completed and maintained.

Act as public information officer; screen and review all police reports and communications to assure compliance with department policy, decisions and protocol; monitor general activities of the department to assure compliance with standard operating procedures; represent Police Department at public meetings as necessary; communicate city concerns and needs; deliver city position on issues affecting multiple jurisdictions; sit on regional/county training board; act as member of district school safety council.

May assume full responsibility of the Police Department in the absence of the Police Chief or Deputy Police Chief.

Respond to major incidents as necessary; command department special response teams; may manage an investigative case load of major felony crimes including rape and homicide cases; follows-up and insures completion of all cases; assures timely delivery of case documents to district attorney or courts; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.;

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an educational institution accredited by a Regional Accreditation Council of the U.S. Department of Education with a Bachelor's degree in police science, criminology or related field.

AND

B. Seven (7) years of law enforcement experience, two (2) of which must have been in a supervisory role with the South Jordan Police Department.

2. Special Qualifications

Certified Law Enforcement Officer (POST)

Valid Utah Class D Driver License

POST Mid-Management certificate or equivalent, or obtain within one (1) year of appointment.

Maintain required certifications and training

Ability to maintain the medical and physical fitness standard required by the City and URMMA

No discipline at or more than three (3) day suspension within the last year of promotion date.

3. Knowledge, Skills and Abilities:

Thorough knowledge of South Jordan City and its street systems; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; modern law enforcement principles, procedures, techniques and equipment; legal and political environment associated with police administration; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; principles of effective supervision and employee motivation, interpersonal communication skills and public relations; budgetary practices and procedures and fiscal management; some knowledge of principles in psychology and sociology.

Skill in the use of firearms, operation of other special police equipment, basic CPR, First Aid and emergency response driving.

Ability to operate a personal computer and Microsoft products.

Ability to react effectively in emergency and stressful situations; ability to exhibit vision, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work. Ability to perform work which requires good physical condition; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies and the public.

4. Working Conditions:

Conditions include handling light weights, sitting, standing and walking in a normal office environment. Considerable exposure to stressful situations. Response to emergency situations and participation in training activities involving strenuous and moderately heavy physical activity; required to stand, walk, crawl or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as cold, wet, extreme temperatures, irritant gasses, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Unconventional working hours may be required including nights, week-ends and holidays. Subject to emergency call back 24 hours per day, 365 days per year. Frequent travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Prof
Location:	Police	EEOP Class:	Official/Adm
Group/BU:	Police Step Plan	Tech-Net Match:	1745