

CITY OF OBERLIN JOB DESCRIPTION
Police Lieutenant - Administration

Title:	Police Lieutenant – Administration	Department:	Police
Supervisor:	Police Chief	Positions Supervised:	Sergeants, Patrol Officers, Dispatchers and other department personnel
Status:	Full-time	Civil Service Status:	Classified/competitive
FLSA Status:	Exempt	Exemption Category:	Administrative
Bargaining Unit:	N/A	Pay Grade:	6
		Schedule:	As directed by Police Chief

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Administration Lieutenant will act for the Chief in his/her absence as delegated. The Administration Lieutenant assists the Police Chief with the strategic management of the department and participates in planning, direction, and coordination of department activities. The Administration Lieutenant assists in various personnel matters including recruitment, selection, training and various labor relations matters. The Administration Lieutenant assists the Police Chief with various public relations activities. The Administration Lieutenant assists the Chief with budget development and administration of department policies and procedures. The Administration Lieutenant performs related law enforcement functions, and assists the Chief with special assignment or projects as needed.

The Administration Lieutenant shall function with a moderate degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Administration Lieutenant shall be committed to the mission, vision and values of the department and the City, and shall demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Administration Lieutenant shall demonstrate effective planning, management and technical skills through communication and collaboration, use of team resources, progressive decision-making, personal accountability and responsibility. Supervisors will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of

persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Requires certification as a Police Officer by the Ohio Peace Officer Training Council, a valid Ohio Drivers License, and a minimum of 12 months experience as a Police Sergeant, and certification as a Law Enforcement Activity Data System (LEADS) operator. The successful applicant must pass a background investigation, medical, psychological and drug screening, CVSA or polygraph, and be a US citizen. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job Duties: *(Essential functions are identified by an “*”; percentages indicated estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments)*

Strategic Management (10%)

- Assists the Police Chief with the administration, direction, coordination of police division activities*
- Conducts research, collates data, develops goals, initiates evaluation procedures, prepares reports and presents information as needed to assist Chief in strategic management of the department*
- Assists Chief in developing short and long-term plans for department services, staffing, operations and equipment needs*

Supervision (30%)

- Acts for the Chief of Police in his/her absence or as delegated*
- Assists or advises the Chief of Police in labor relations and contract negotiations*
- Assists the Police Chief in recruitment and selection; researches products or methods of recruitment and selection, coordinates recruitment and selection activities*
- Schedules department personnel*
- Coordinates department training; ensures compliance with training requirements; identifies training needs, researches training programs and products; maintains accurate and current training records*
- Monitors and evaluates employee performance, provides feedback, documents performance issues and recommends actions for recognition; enforces discipline*
- Reviews and investigates complaints of subordinate officers and supervises internal investigations of alleged misconduct of department personnel*
- Advises and assists officers with difficult or unusual problems
- Reviews all use of force incidents, making recommendations as to training issues or discipline if applicable*
- Supervises the operation and security of the Oberlin City Jail*

Public Relations (10%)

- Receives and responds to routine inquiries from the media; refers issues to Chief as appropriate*
- Establishes effective relationships with representatives of local media sources*

- Coordinates information with other City departments to ensure efficient representation of the department to the community and the public*

Administration (30%)

- Continually maintains technical review of existing police procedures to ensure compliance with professional police and legal standards; maintains corresponding documentation and communicates changes to department personnel*
- Researches and develops revised procedures; makes recommendations to Chief to modify or add standard operating procedures*
- Assists Chief in development and administration of department budget*
- Performs various administrative tasks as needed or required*

Law Enforcement (10%)

- Performs any or all law enforcement functions including but not limited to patrolling the City, enforcing state and local laws, responding to requests for assistance, administering first aid and investigating crime or accident scenes*
- Performs related administrative duties including completion of routine reports

Miscellaneous (10%)

- Attends training and development programs as needed to maintain current knowledge, skills and abilities to perform all law enforcement functions as needed or assigned*
- Performs other duties as needed or assigned*

Required Knowledge, Skills and Abilities:

- Knowledge of Oberlin Police Department operations, divisions, policies and procedures including various reporting procedures and requirements and applicable collective bargaining agreement contracts
- Knowledge of City procedures including purchasing and budget processes
- Knowledge of various local, state and federal laws including but not limited to criminal, civil, traffic and constitutional law and Rules of Evidence
- Knowledge of current trends in law enforcement and community safety
- Knowledge of City geography, streets, neighborhoods, business locations and landmarks
- Knowledge of jail regulations and procedures, and prisoner protocol
- Knowledge of department equipment specifications and operations, maintenance requirements and repair procedures
- Knowledge of department records retention procedures and regulations
- Ability to establish and maintain effective working relationships with co-workers, public officials, representatives of various local, county, state and federal agencies and citizens of the community to create a positive public image of the Police department
- Ability to provide effective supervision and resolve employee grievances or concerns
- Ability to maintain confidential information and utilize discretion with sensitive information
- Ability to operate standard law enforcement equipment, weapons, vehicles and department software including communications system and LEADS program
- Ability to accurately assess suspicious or dangerous persons or conditions

- Ability to interview and interrogate witnesses or criminal suspects
- Ability to utilize self-defense techniques including the use of firearms or other weapons, if necessary
- Ability to organize, prioritize and coordinate staff assignments*
- Ability to create, prepare and present effective records, reports and presentations*
- Ability to conduct or direct investigations of public inquiries and complaints; resolve complaints and conflicts as needed
- Ability to adhere to and enforce standard operating procedures, rules and regulations of the department
- Ability to perform duties of other department personnel as needed
- Ability to meet qualification standards for firearms and other weapons
- Ability to meet department standards of physical ability including ability to distinguish colors, ability smell accurately to identify/distinguish odors, ability to hear to accurately to identify/ distinguish sounds and hear communication, ability to speak clearly to communicate via radio and ability to use physical force to control or restrain violators or assist citizens as needed
- Ability to respond effectively and make accurate decisions in situations involving stressful or dangerous conditions, emergencies and life-threatening situations
- Effective analytical, problem-solving, decision-making, project management, planning, organizational and negotiation skills

Licenses and/or Certifications:

- Current Ohio Peace Officers certification
- LEADS certification; any and all State of Ohio required licenses and certifications
- Valid Ohio driver's license

Work Environment:

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Running, walking, crouching or crawling during emergency operations
- Moving equipment and injured/deceased persons
- Climbing stairs/ladders
- Performing life-saving and rescue procedures

Effectively deal with personal danger which may include exposure to:

- Confined or high work places
- Violent or hostile subjects
- Dangerous animals
- Extremely loud noises
- Hazards of emergency driving

- Hazards associated with traffic control and working in and near traffic
- Natural and man-made disasters

Material and Equipment Used:

Motor Vehicle	Computer	Protective and Safety Equipment
Communications Equipment	Firearms	Office and Technology Equipment


Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours and potential exposure to hazardous or physically demanding working conditions experienced by law enforcement personnel. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 04.07.11

Human Resources Signature/Date

 4/7/11

Appointing Authority Signature/Date

Supervisor Signature/Date

 4/8/11

Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A