

CITY OF OBERLIN JOB DESCRIPTION
Police Lieutenant - Operations

Title:	Police Lieutenant - Operations	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 Operations Lieutenant will act for the Chief in his/her absence as delegated. The Operations Lieutenant assists the Chief and supervises the patrol operations of the Oberlin Police Department including the activities of Sergeant(s), Police Officers, Dispatchers and coordinates the special departments units including bike patrol, drug unit, investigations, canine, Field Training Officer program and Auxiliary Unit. The Operations Lieutenant enforces performance and professional standards and ensures proper enforcement of City ordinances. The Operations Lieutenant ensures the effective operation of department vehicles and law enforcement equipment. The Operations Lieutenant assists the Chief in developing and implementing department policies and procedures, and performs special assignments or projects as needed or assigned. The Operations Lieutenant performs law enforcement functions and various miscellaneous duties as needed or assigned.

The Operations Lieutenant shall function with a moderate degree of independence, utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Operations Lieutenant shall be committed to the mission, vision and values of the department and the City, and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Operations Lieutenant shall demonstrate effective management and technical skills through effective 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. The successful applicant must pass 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 “*”; percentages indicated estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments)*

Supervision (40%)

- Acts for the Chief of Police in his/her absence or as delegated
- Distributes and assigns duties to Sergeants, Patrol Officers, Dispatchers and other assigned personnel and relays special orders / instructions issued by Chief*
- Assists Chief in directing operations of bike patrol, drug unit, investigations, canine program, Field Training Officer program and Auxiliary Unit*
- Reviews reports, citations and other paperwork to ensure accuracy and completion; makes or recommends corrections as needed*
- Identifies and monitors training needs of Patrol Officers and Sergeants; recommends training to Administration Lieutenant*
- Provides direction, on-the-job training, guidance and support to all department staff*
- Monitors and evaluates employee performance, documents performance, communicates performance expectations and evaluations, and enforces discipline*
- Conducts staff meetings as needed to communicate with department staff*
- Drafts correspondence and performs various administrative duties to effectively supervise department personnel*

Equipment / Operations (40%)

- Ensures effective operation and proper maintenance of law enforcement equipment and vehicles; coordinates repairs as needed*
- Establishes and maintains accurate and current records of equipment maintenance and repairs*
- Conducts periodic inspections of personnel and equipment to ensure compliance with Standard Operating Procedures and department policies; documents related problems or equipment concerns to establish adequate records*

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 department equipment specifications and operations, maintenance requirements and repair procedures
- Knowledge of City geography, streets, neighborhoods, business locations and landmarks
- Knowledge of jail regulations and procedures, and prisoner protocol
- 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


Supervisor Signature/Date

 04.07.11

Human Resources Signature/Date

 4/8/11

Law Director Signature/Date

 4/7/11

Appointing Authority Signature/Date

Reviewed by Civil Service Comm: 04/06/11
Reviewed by City Council: N/A