



Lieutenant

Department: Public Safety

SUMMARY: Performs responsible management, supervisory and technical police work in the Office of Professional Standards, Patrol, Administration or Criminal Investigations; provides responsible staff support to the Department.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Conduct interviews for the Department and provide feedback to Command staff; conduct audits for monthly review for current department employees.

Supervise the Reserve and Auxiliary Program and Animal Control Officers (ACO) including selection, training, scheduling and assignments.

Oversee and direct the administrative duties for the Field Officer Training (FTO) Program including training schedule; conduct FTO phase meetings.

Supervise patrol Sergeants; attend briefings; complete yearly evaluations; assist in scheduling; approval/denial of time off and leave requests.

Participate in street patrols to observe officer/sergeant conduct, identify any need for further training and/or equipment.

Investigate any and all allegations of misconduct; respond to assigned citizen complaints in a professional and timely manner.

Research and keep up to date with policies, procedures and directives.

May manage Special Weapons and Tactics (SWAT) Team training and operations; order equipment; supervise all call outs.

Support City policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

Federal and State statutes, Law Enforcement Code of Ethics, public safety, Department policies and procedures and City personnel rules and regulations.

Current communication technology including Geographic Information Systems (GIS), Computer Aided Dispatch (CAD) and wireless services.

Theories, principles and practices of effective leadership, supervision and training.

Current methods of criminal investigation and identification.

Skill in:

Multitasking, analyzing situations, team building, communicating; working under pressure and/or time constraints.

Operating a personal computer utilizing standard and specialized software.

Creating and maintaining a positive work environment and good working relationships with members of the department and the public; supervising, leading and delegating tasks and authority.

Handling a firearm safely by City and department standards.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Criminal Justice, Police Administration, Criminology or closely related field, and three (3) years permanent paid fulltime experience at the rank of sergeant or similar rank or higher in a law enforcement agency.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment are required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Certified by Arizona Peace Officer Standards and Training Board (AZPOST) or able to achieve AZPOST certification within six (6) months of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, with occasional field work performed in an outdoor environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 100 pounds.

Adopted: Sept. 1998

Revised: July 2008; Feb, 2011; Oct, 2013; Nov, 2014, July 2016