

**POSITION TITLE:** Police Lieutenant  
**DEPARTMENT:** Police  
**FLSA STATUS:** Exempt  
**SALARY GRADE:** K  
**REPRESENTATION:** Non-Represented

**GENERAL POSITION SUMMARY:**

Assists the Chief of Police in supervising, planning, directing and coordinating the activities of the Department, including the performance of related management and administrative functions. Serves in the capacity of the Chief of Police during absences of the Chief, as directed.

**ESSENTIAL JOB FUNCTIONS**

- Assists the Chief in overseeing daily operation of the Department to ensure compliance with Departmental policies, procedures, standards and legal obligations.
- Assists the Chief in administering the collective bargaining agreement.
- Provides input, recommendations and assistance to the Chief on matters pertaining to policy, procedures and general operation of the Department Drafts new policies and procedures, as directed.
- Serves on the City's collective bargaining team and provides input regarding bargaining objectives and strategies Plans, organizes and directs the work of departmental personnel in implementing the expressed goals, policies and directives.
- Makes recommendations to the Chief regarding hiring, promotions and premium pay assignments.
- Exhibits leadership and serves as a role model to department personnel.
- Evaluates operations on an ongoing basis and makes recommendations to the Chief regarding departmental needs, short term and long-term goals and priorities, including budgetary matters.
- Represents the City and Department at a variety of civic, community and multi-agency events.
- Assists the Chief in responding to grievances. Exercises independent judgment to determine and administer discipline including letters of reprimand, suspensions of not more than one day to Sergeants. Exercises independent judgment to effectively recommend suspensions of more than one (1) day, demotions and terminations of Sergeants. Assists the Chief in evaluating recommendations of Sergeants regarding suspensions of more than one (1) day, demotions and terminations of officers and other department personnel.
- Assists the Chief in assigning duties and tasks to Sergeants on a routine basis, including assessing department needs and priorities to determine which Sergeant will be assigned to particular tasks and special projects.
- Stays abreast of new trends and innovations in the field of law enforcement

- Evaluates recommendations from Sergeants regarding selection of officers for special assignments and instructorships, as requested, and makes decisions regarding selection when designated by the Chief.
- Approves overtime, sick leave, and vacation time for Sergeants, based on assessment of staffing needs.
- May recommend the initiation of investigation of officers and conduct investigations, as requested by the Chief.
- May place a Sergeant or other member of the department on administrative leave whenever an exigency exists or in the absence of the Chief.
- May assist the Chief in evaluating recommendations by Sergeants regarding whether officers should pass probation or be terminated.
- Assists the Chief in evaluating recommendations from Sergeants regarding selection of officers for promotion to Sergeant, as requested.
- Responsible for enforcing departmental policies and assuring compliance with legal obligations, including notifying the Chief when concerns regarding such enforcement and compliance arise.
- Participates in the development and administration of the Department's budget.
- Attends meetings, conferences, workshops, training sessions and reviews publications to remain current on trends and innovations in the field of law enforcement, as well as legal obligations.
- Serves as a liaison between the department and community groups, schools, the media, other law enforcement and governmental agencies.
- May respond to citizen complaints identified by the Chief as significant or controversial issues.
- Testifies in court as necessary

### **SECONDARY FUNCTIONS:**

- Performs any or all the duties of Sergeants as required.
- May perform patrol duties, including responding to vehicle accident and other emergency calls and administering first aid; responding to potentially dangerous or hostile situations when needed.
- Provides citizen education about public safety
- Participate in community events
- Teach classes for other local law enforcement agencies as certified
- Assume responsibility for department when Chief is absent
- Performs other duties related to the role and function of the classification, as assigned

**JOB SCOPE:**

This position involves a wide diversity of duties. The work of the Police Lieutenant is performed highly independently under the general direction of the Police Chief. Work is reviewed for effectiveness, results obtained and conformance with established policies and legal obligation. The Lieutenant must frequently make judgment calls, including judgment calls related to supervisory and management functions. Assists the Chief in developing long range operational and strategic planning for the department and makes recommendations regarding department budget and policy. A high degree of complexity is involved in being able to evaluate departmental needs and priorities, and in being able to communicate effectively with the public, members of the department and other agencies.

**JOB SPECIFIC SKILLS AND KNOWLEDGE:**

- Supervisory and management skills.
- Skills in critical incident management.
- Skills in policy and budget development.
- Knowledge of and ability to interpret and apply federal, state, and local laws governing traffic, drug possession and use, and general behavior.
- Working knowledge of word processing and spreadsheet software.
- Safe and efficient driving skills in both stressful and non-stressful situations, and in adverse conditions.
- Physical and mental ability to perform essential functions without a direct threat to safety.
- Excellent analytical skills and attention to detail.
- Ability to operate various electronic devices, as needed to perform essential job functions.
- Ability to remain calm and think clearly in challenging situations.
- Ability to use tact and communicate effectively with the public, other members of the Department, City management and elected officials.
- Ability to communicate effectively, build and maintain positive and trusted working relationships.

**Mental Activities:**

- Interpersonal, teamwork, and customer service skills
- Ability to speak, understand, read, and write English Supervisory, management, and training skills.
- Problem analysis and decision-making skills.
- Ability to exercise independent judgment and/or independent action.
- Ability to exercise discretion in sensitive or confidential matters
- Mentoring skills
- Ability to perform basic math (add, subtract, multiply, and divide) Ability to perform advanced math (analysis, statistics, significant data or number manipulation)

### **Physical Activities:**

- Primary functions require sufficient physical ability and mobility to work in an office setting.
- Sitting, standing and walking for prolonged periods may be required.
- Lifting and carrying moderate amounts of weight as necessary to perform essential job duties.
- Operating office equipment requiring repetitive hand movement and coordination, including use of a computer keyboard.
- Travel to other locations using various modes of private and/or commercial transportation

### **Education and/or Experience:**

- Must be at least 21 years of age.
- Must be a United States Citizen.
- Must be able to pass a background check.
- Oregon State DPSST Basic Law Enforcement Academy.
- 12-16 weeks field training with Field Training and Evaluation Program (FTO) FTO Program (460 hours, on the job training).
- ETO Academy (40 hours) First Line Supervisor training (40 hours).
- Minimum five years law enforcement experience.
- Emergency Vehicle Operator Certification (EVOC).
- Weapons training for hand gun, shotgun, rifle, taser, ASP baton, pepper spray
- Training in first aid and basic emergency life-saving techniques
- LED computer training
- Breath Intoxalizer Certification

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle in emergency and non-emergency situations. Duties involve the physical abilities to sit, stand, walk stoop, kneel, crouch, climb, run and move with sufficient physical agility to perform all police functions as evidenced by successfully completing ORPAT. Moving materials weighing up to 10 pounds on a regular basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required more than 75% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must be able to attain and maintain DPSST standards for physical strength, agility and flexibility as indicated by passing ORPAT.

**WORKING CONDITIONS:**

The current working hours for this position are from 0800-1600 hours, Tuesday through Friday. The majority of work is performed in an office setting. The incumbent will be required to testify in court as necessary in various cases. Travel for various meetings, training, certification classes is required. The Police Lieutenant is responsible for the various equipment under his or her control, and for the handling of highly confidential records. This position is responsible for the operations of the staff under his or her supervision

**SUPERVISORY RESPONSIBILITIES:**

This is a supervisory position under direction of the Chief of Police. Supervisory functions are as set forth under the "Essential Functions" section, above. The Lieutenant directly assists the Chief in the supervision of Sergeants and provides input and recommendations to the Chief regarding terminations, suspensions of over one (1) day and demotions of officers and other Departmental employees, as requested. Supervisory responsibilities require the exercise of independent judgment.

**INTERPERSONAL CONTACT:**

This position involves frequent communication with others both inside and outside the City. Internal contacts are usually made with Police Department staff or supervisors. External contacts are made with a wide variety of individuals and groups including citizens, other emergency staff, and various state and federal agencies. Usually contacts are made on the incumbent's own initiative. These contacts frequently contain discussion about confidential or sensitive matters, necessitating discretion always. A large majority of contacts are made face to face with the public, but also may be made on the phone or by email. The Police Sergeant also must be able to communicate by radio,

**SUPERVISION RECEIVED:**

Works under the general direction of the Chief of Police or their designee.



## JOB DESCRIPTION

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*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

***Ernie Roberts***  
Police Chief

Adopted: 9/2014  
Revised: 7/2019, 8/2020

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*I have read and understood the functions, responsibilities, and requirements of this position.*

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**Employee**

**Date**