

# City of Jonesboro

## POSITION DESCRIPTION

POSITION TITLE	Lieutenant	EXEMPTION STATUS:	Exempt
JOB FAMILY	Police	JOB LEVEL:	Grade - <b>19</b> Range - \$50,107 Max - \$67,434
GENERAL POSITION SUMMARY:	The purpose of this classification is technical, supervisory, and exempt administrative law enforcement work.	POSITION RELATIONSHIPS SUPERVISES: (TITLES)	Police Department
		SUPERVISED BY: (TITLE)	Chief of Police or designee

**DEFINITION:** This is a supervisory law enforcement position that is responsible for overseeing and managing departmental activities as well as various administrative planning and coordination duties in the assigned division, making daily work assignments, determining that assigned personnel are available for duty, and calling in replacements as authorized, holding daily roll call sessions and holding training sessions on laws and procedure.

**SUPERVISION RECEIVED AND EXERCISED:** Administrative direction is provided by the Chief of Police or designee.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- To support the vision, mission, and guiding principles of the City.
- Provide leadership, strategic planning, and administrative direction for the Police Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Enforces local, state, and federal laws.
- Supervises the work of Police Officers, Corporals, Sergeants, and support staff; plans, organizes, and assigns work; establishes priorities; ensures the scheduling of duty assignments to ensure minimum staffing and appropriate coverage. Trains personnel in proper work methods. Conducts roll call, training and weapons, vehicle and uniform inspections; maintains administrative records and personnel files; hears and resolves minor complaints; counsels subordinates and makes recommendations and/or takes disciplinary action; analyzes, reviews, and advises personnel regarding work procedures to ensure compliance with departmental rules and regulations.
- Monitors officers at work to ensure operations are conducted in accordance with departmental policies; ensures officers are properly trained; reviews and evaluates officer performance; approves all leave requests.
- Assumes command of police personnel at the scene of critical incidents.
- Ensures subordinate personnel is fit for duty; instructs and advises personnel in their work and in practices and procedures to be followed; ensures policies are followed and enforced; recommends and implements disciplinary action as needed.
- Provides technical guidance in complicated situations relating to investigations and renders decisions on major department operational problems.
- Evaluates subordinate personnel as required.

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- Performs public relations duties; represents the department at meetings and other functions; speaks on a variety of law enforcement topics to civic, neighborhood, church, and school groups and at professional meetings and conferences.
- Receives and responds to requests for information and complaints from the public regarding services, operations, and policies of the department.
- Supervises the preparation and ensures the accuracy and completeness of daily, special, and periodic reports.
- Supervises and executes special details such as public gatherings and parades; performs special projects as directed by the Division Commander.
- Conducts equipment inspections to ensure Officer safety and policy compliance0
- Responds to calls for service as needed, enforce city ordinances, local and state laws.
- Performs other duties as assigned.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Supervises the Criminal Investigations Unit. Reviews and assigns incoming cases. Reviews supplemental reports; aids in the collection and processing of evidence; assists in obtaining information related to cases;
- Supervises the crime scene unit; trains patrol officers and other subordinate staff in basic crime scene protocol to ensure proper handling of evidence at the scene; oversees equipment for crime scene unit;
- Serves as manager of the evidence room; obtains and logs evidence from staging areas; ensures proper packing and storage of evidence; retrieves evidence for court; testifies as to the chain of custody; transports evidence to crime lab; completes annual inspections and purges evidence;
- Oversees internal affairs; conducts internal affairs investigations assigned by the Chief; maintains a database of complaints, investigations, and use of force;
- Examines and analyzes crime scenes to obtain clues and evidence; collects physical, trace, and biological evidence; photographs crime scenes, documents, and diagrams crime scenes; preserves the evidence;
- Maintains case files, prepares cases for prosecution, and testifies in court;
- Analyzes completed police reports to determine what additional information and investigative work is needed;
- Interviews witnesses; conduct interrogations;
- Secures subpoenas and arrest and search warrants;
- Attends criminal intelligence meetings;
- Reviews investigative reports and subordinate investigators progress on cases;
- Determines budgetary needs of the Criminal Investigations Unit, Probation, and the evidence room.

### JOB SCOPE:

Provide leadership, strategic planning, and administrative direction for the Police Department.

### COMMUNICATIONS/CUSTOMER CONTACT:

Contacts are across the entire City community in a leadership capacity. Community contact is a critical component of success in developing goodwill and support of City programs and initiatives.

### COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### MINIMUM QUALIFICATIONS:

- Five (5) years of progressively responsible law enforcement experience with at least two (2) years in a Police supervisory capacity.
- Completion of all three modules (1, 2, and 3) of Supervisory training offered by one of the State academies.
- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR).
- GCIC Terminal Operator.
- Crime Scene Technician and Criminal Investigation Course preferred.
- An equivalent combination of education and experience.

### PREFERRED QUALIFICATIONS:

- Bachelor's degree in criminology, criminal justice, political science, public administration, or a related field.
- Possess or able to obtain POST 120-hour Management Course Levels 1, 2, and 3 or a similar course recognized by POST within one (1) year of appointment/promotion.
- Any equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal, state, and local laws and legal procedures.
- Knowledge of principle and practices of employee supervision, including work planning, assignment, review, and evaluation;
- Knowledge of police training requirements and P.O.S.T. procedures;
- Knowledge of record-keeping and filing techniques, state records requirements, and use of GCIC/NCIC terminal;
- Knowledge of law enforcement concepts and terminology, including criminal investigation, law enforcement and crime prevention; first-aid principles and techniques; report preparation and record keeping; and human behavior theories related to criminology, crisis intervention, and crowd control;
- Knowledge of laws and court decisions about law enforcement, including search and seizure, suspects and prisoner's rights, and custody and protection of evidence; operational principles and practices of criminal investigation, law enforcement, and crime prevention; court and trial procedures;
- Knowledge of the use and effects of law enforcement weapons; methods of self-defense and physical restraint;
- Knowledge of Police Department policies and procedures; geographic layout of City; vocabulary of technical/specialized fields of law enforcement such as identification, detention, and pathology;
- Skill in learning, interpreting, applying, and explaining complex laws and regulations; reading and interpreting documents such as maps and diagrams;
- Skill in performing accurate mathematical calculations; comprehending and retaining information and applying what is learned;
- Skill in observing and remembering details of events, names, faces, numbers, and physical descriptions; preparing and maintaining clear, accurate, and concise reports and files.
- Skill in communicating effectively in both oral and written form; exercising tact, self-restraint, judgment, and strategy in dealing with people of all races, ethnicities, and socio-economic groups and who may have emotional or physical difficulties;
- Skill in exercising sound independent judgment in an emergency or stressful situation; correctly interpreting a given situation and taking appropriate action under a variety of conditions;
- Ability to react quickly and calmly in emergencies;
- Ability to manage, direct, and coordinate the work of supervisory and sworn personnel;
- Ability to operate a computer and various programs;
- Ability to understand and carry out oral and written instructions;

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- Ability to gather, assemble, analyze, and evaluate facts and evidence and to draw sound conclusions; working ability to obtain valid information by interview and interrogation.
- Ability to work rotating shifts, varying hours, and be on call.

**SUPERVISORY CONTROL:** The Chief of Police assigns work in terms of departmental goals and objectives. The work is reviewed in terms of the effectiveness of meeting objectives.

**GUIDELINES:** Guidelines include federal and state laws, criminal and traffic laws, city ordinances, departmental policies and procedures, and court decisions. Interpretation of guidelines requires expertise and judgment.

**COMPLEXITY:** This position is responsible for broad administrative and supervisory duties and daily operations. These responsibilities require collecting data, analyzing results, and implementing a plan to reduce criminal activity. The lieutenant must be cognizant of proper personnel coverage, trends in criminal activity, and serve as the link between field personnel and management. Such duties require much attention to detail and resourcefulness.

**SCOPE AND EFFECT:** The job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the City's mission and adversely impact the attainment of the City's goals.

**PERSONAL CONTACTS:** Contacts are typically with other law enforcement officers, emergency personnel, citizens, victims, witnesses, defendants, judges, attorneys, other criminal justice agency personnel, city employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, resolve problems, influence/motivate persons, justify/settle matters, coordinate work efforts, and provide services.

**PHYSICAL DEMANDS:** Visual acuity in both eyes, normal color vision. Hear in-person, radio, and telephone conversations; recognize differences or changes in sound patterns, loudness, or pitch; speak audibly and clearly. Identify and distinguish the smells of different materials. Sit or stand for prolonged periods. Walk, run, kneel, stoop, crawl, and crouch. Make precise and coordinated finger, hand, and limb movements. Maintain uniform, controlled hand-arm posture or movement. Push, pull or drag an adult (averaging 160 pounds). Lift and carry boxes of evidence (average 50 pounds). Use force to restrain/subdue others. Work efficiently for long periods.

**WORK ENVIRONMENT:** Work is performed either in an office environment or a variety of field and office settings and may require exposure to dangerous and life-threatening situations. Work at any location in the City and travel on specific assignments. Work may take place in outdoor weather conditions and may be subject to moderate noise. Must be willing to carry a firearm and be mentally and physically capable of taking the life of another, if justified. Work any hour of the day or night (shift work), overtime, weekends, on-call, and holidays.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Exercises supervision over Sergeants, Corporals, Patrol Officers, and other assigned staff.

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## POSITION DESCRIPTION

**The City of Jonesboro is an equal opportunity, drug-free employer committed to diversity in the workplace.**

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ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION Date

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APPROVED BY MAYOR Date

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APPROVED CITY MANAGER Date