

POLICE LIEUTENANT

Department: Police
Division: Police
Reports to: Chief of Police

Classification/Grade: M-3A
FLSA Status: Exempt
Date Approved: July 2008

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under administrative direction; performs mid-management work as a shift commander or bureau commander within the City of Mesquite Police Department; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished as being at the mid-management level within the Police Department and can be assigned the responsibilities of shift commander or division commander.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. . Performs managerial work planning, scheduling, and coordinating the activities of an assigned shifts or division.
3. Conducts briefings and meets with subordinates to disseminate information regarding police activities.
4. Schedules and assigns work to subordinates.
5. Evaluates the performance and competency of subordinates and completes performance evaluations.
6. Counsels employees who are having problems on the job, and refers those who need professional help.
7. Identifies training needs of employees and arranges for needed training.
8. Assigns the collection and compilation of information for department and incident reports.
9. Supervises police officers and police sergeants performing various aspects of law enforcement activities.
10. Develops the capabilities of subordinates through setting appropriate goals and providing career counseling.
11. Monitors and controls vehicular pursuits to ensure compliance with Departmental policy and provides required documentation.
12. Plans, organizes, and supervises special enforcement activities including raids, mass arrests, and selective enforcement.
13. Prepares reports and critiques of police actions taken.
14. Makes presentations to the public, volunteer groups, and employees regarding law enforcement issues to ensure understanding and support.

15. Supervises and conducts tactical operations including establishing a command post and establishing perimeters at unusual occurrences such as hostage situations and barricaded subjects and determines needs for special units.
16. Ensures compliance with City Rules, regulations, Policies, Procedures, and Collective Bargaining Agreements.
17. Mediates conflicts between subordinates and encourages harmony.
18. Provides information to supervisors regarding police activities.
19. Communicates with other officers, agencies, and dispatch via radio.
20. Maintains proficiency with Department weapons.
21. Maintains proficiency in self-defense techniques.
22. Uses various office equipment including telephones, radios, computer terminals, FAX machines, and copy machines.
23. Responds to officers in the field requesting information and direction to properly handle police situations.
24. Prepares budgets.
25. Assists in the preparation and development of policies and procedures.
26. Performs research and prepares reports or special projects.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Supervisory practices and procedures.
- Methods for providing feedback to employees.
- How to motivate and discipline employees.
- Basic counseling and interviewing techniques.
- Leadership styles and methods of becoming an effective leader.
- Appropriate evaluation methods and common rating errors.
- Departmental rules, regulations, policies and procedures, Civil Service Rules; Labor Agreements affecting City Employees; laws, statutes, ordinances and court decisions and their interpretations.
- Current safety issues and policies concerning infectious disease control, vehicular pursuits, use of force, and HAZMAT, and preventative measures such as respiratory protection;
- Officer safety and liability concerns.
- Departmental goals and objectives.
- Current events and issues in law enforcement.
- Criminal and internal investigation principles, practices and techniques.

Ability to:

- Evaluate employee performance, lead by example and motivate others.
- Organize, prioritize, schedule, assign and delegate work.
- Enforce Departmental rules, regulations, policies, procedures and objectives fairly and uniformly.
- Write clearly, accurately and concisely using appropriate spelling, grammar, and vocabulary; communicate orally with people of various backgrounds in a variety of situations.
- Speak in public for purposes of communicating pertinent information to groups.
- Exercise tact, self-restraint, compassion and judgment.
- Use persuasion and deal with persons in differing emotional states.

- Use appropriate interpersonal styles and methods.
- Establish and maintain effective working relationships.
- Actively listen and comprehend what is heard.
- Recognize the significant behavioral and physical factors in a situation and determine the most appropriate action.
- Recognize safety hazards and analyze situations, people, and data in order to apply appropriate knowledge.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D. Bachelor’s Degree from an accredited college or university with a major in criminal justice, police science, criminology, public or business administration, or closely related field preferred.

Training: Three (3) years of experience as a Sergeant with the Mesquite Police Department. Speak and write Spanish fluently preferred.

License or Certificate: Must possess, at the time of employment and continuously throughout employment a valid driver’s license. Nevada P.O.S.T. Category I Certification. Nevada P.O.S.T. Advance, Intermediate and Management Certificates. Must be current on all department training.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Work shifts are divided among time spent in a climate controlled office setting, police vehicle, and on the scene of various police situations. In the field the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak and see to communicate with the general public. Must have dexterity sufficient to operate vehicles, office equipment and fire Departmental weapons; endurance sufficient to work regular and extended shifts involving long periods of standing or sitting. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs; Subject to 24-hour call back for emergencies; great mental ability is required daily.

Job Hazards/Risk Factors:

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: July 2004
July 2008