

POSITION DESCRIPTION

City of Monett

Monjob79

JOB TITLE: Police Lieutenant

DEPARTMENT: Police

SALARY RANGE: Payroll – Level 11

IMMEDIATE SUPERVISOR: Police Chief

ESSENTIAL FUNCTIONS

I. Supervisory Activities 35% of Time

- A. Assists with the hiring process and conducts the interview, recommends the best Police and Communication Officer candidates, implements and oversees testing of police and communication applicants.
- B. Oversees investigations and crime scenes assuring that all procedures are followed.
- C. Evaluates and recommends (at the conclusion of 6 months probation period, and on an ongoing basis) employees for continued employment.
- D. Provides ongoing supervision and discipline for employees in need assuring for professionalism.
- E. Schedules the number of officers to work and approves the time sheets assuring that there is adequate coverage and budget guidelines are met.
- F. Facilitates and conducts ongoing training for subordinates assuring for the most current department policies and procedures.
- G. Creates and designs training curriculum and attends required continued education training to maintain certification.
- H. Reviews time sheets for accuracy and thoroughness.
- I. Provides appropriate corrective action for employees when necessary, assuring for professionalism.

- J. Conducts and directs personnel investigations related to civilian/employee complaints.
- K. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
- L. Responds to requests from immediate supervisor in an accurate, complete and timely manner.
- M. Acts as incident commander in specific law enforcement situations.
- N. Inspects equipment and appearance of subordinates as well as police facility for adequacy, assuring for compliance with department regulations.

II. Traffic, Report and Patrol Related Activities 10% of Time

- A. Reviews available manpower resources and assigns appropriate levels of staff for traffic requirements including problem solving and planning assuring for accuracy and timeliness.
- B. Communicates with staff, citizens and others providing and obtaining information assuring for the ongoing transfer of information.
- C. Reviews traffic related incident reports assuring that the permanent record is accurate and complete.
- D. Encourages subordinate staff to become highly proficient in report writing. Assigns individuals to re-write reports as necessary.
- E. Follows-up with reports, provides feedback and supports officers in their efforts towards writing proficiency.
- F. Conducts internal investigations into accidents involving Police vehicles assuring compliance with departmental and City policies.

III. Investigation Related Activities 35% of Time

- A. Assists with interview and interrogation of suspects, assuring for professionalism.
- B. Administers Voice Stress Analysis Tests in investigative situations. Conducts follow-up and completes reports related to test results.
- C. Conducts fraudulent document examination for forensic purposes.

IV. Liaison Activities 10% of Time

- A. Produces and distributes communications assuring that the staff is informed and connected to the objectives of the department and the City.
- B. Provides upward communication to the department from staff.
- C. Attends planning and other meetings addressing upcoming events, communicates information widely.
- D. Prepares and presents reports to the Chief of Police as requested, assuring for accuracy.
- E. Prepared and disseminates information items to the News Media assuring for accuracy and professionalism.
- F. Maintains liaison with other law enforcement agencies; including Federal, State, County and City entities, assuring for professionalism.
- G. Establishes a working relationship with Barry and Lawrence County Prosecutors and their Assistants.
- H. Establishes and maintains positive relationships with citizens, groups, and the general public on behalf of the Policy Department and the City.

V. Miscellaneous Activities 10% of Time

- A. Provides coverage for routine Police Officer duties.
- B. Functions as Chief when Chief of Police is absent.

- C. Participates in the development and maintenance of effective labor and management relations.
- D. Supervises and participates in criminal investigations and potential crime prevention efforts for the community and the Department.
- E. Assists with preparation of the budget in accordance with the standards established assuring for accuracy and timeliness.
- F. Assists with explaining and defending the details of the budget as needed assuring for accuracy.
- G. Assists in providing details if budget variances occur and assists in bringing operations back into compliance with budget as needed.
- H. Testifies in court when required, assuring for accuracy and professionalism.
- I. Provides 24-hour on-call duty for major criminal incidents.
- J. Member of the Monett Safety Committee. Provides safety information to the Police Department.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Above Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 200 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid Drivers license.
- ◆ Must be 21 years of age, US citizen.
- ◆ Non-convicted felon.
- ◆ POST Certified.
- ◆ Six-ten years experience as Police Officer.
- ◆ Completed basic law enforcement academy training.
- ◆ Two years supervisory experience, Sergeant or above.
- ◆ 700 hours of specialized police training.

MENTAL EFFORT

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Above-Normal analytical thinking.
- ◆ Above-Normal conceptual thinking.

COMMUNICATION

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Above-Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch