

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Police Lieutenant</u>
Class Code	<u>BI15</u>
Sch & Grade	<u>LES-12</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Police</u>

PRIMARY PURPOSE:

Plans, organizes, and supervises law enforcement staff for an assigned section or zone.

SUPERVISION:

Under the general supervision of the Police Chief, Police Major, or Police Captain as assigned. Supervises subordinates for a section or zone including sergeants, corporals, uniformed/plain clothes police officers, and/or civilian personnel, as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises law enforcement staff for an assigned section or zone.
2. Plans, organizes and manages various projects and programs with a focus on community oriented policing and continuous quality improvement.
3. Inspects equipment and appearance of subordinates as well as police facilities for adequacy.
4. Assumes command of appropriate law enforcement situations and makes arrests as necessary.
5. Exercises authority commensurate with assigned responsibilities which often requires independent judgment.
6. Determines need for, develops, and conducts police officer training courses.
7. Establishes and maintains cordial relations with citizens, groups, and the general public.
8. Assists in the development and implementation of Police Department policies and procedures.
9. Participates in the development and maintenance of effective labor management relations. Assists in the recruitment and selection of Police Officer candidates.
10. Maintains liaison with other law enforcement agencies.
11. Supervises and participates in investigative work and crime prevention.
12. Maintains records and prepares reports.
13. Handles personnel matters as assigned such as conducting performance evaluations, delegating appropriate duties and responsibilities, etc.
14. Operates department vehicles under both emergency and non-emergency conditions. Utilizes and operates other specialized equipment such as mobile computer terminals.
15. Testifies in court when required.

IMPORTANT FUNCTIONS:

1. Prepares and delivers presentations to the public regarding community oriented policing and programs involving drug education, safety, security, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles and techniques of police and investigative work; applicable municipal laws, ordinances, and regulations; interpersonal communication and modern management techniques.

Abilities

Plan and organize police operations effectively utilizing appropriate resources; lead, manage, and instruct work teams within the department; react calmly under stress and exercise sound judgement and decisiveness; analyze and objectively report events and situations; follow oral and written instructions; utilize computer hardware and software systems as required by job assignment; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the management team in carrying out the City's stated mission and philosophy, including the philosophies of community oriented policing as promoted by the Springfield Police Department; deal effectively and courteously with associates and the general public; possess a strong work ethic and demonstrated initiative; present an overall professional image; properly use and care for issued and personal equipment within the scope of work; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Law Enforcement or a related field. Must have at least two (2) consecutive years of service, immediately prior to the last day of the job posting, with the Springfield Police Department as a Police Sergeant.

Physical Requirements

Frequently/Routinely:

- Must be able to hold and grip objects.
- Walks, runs, jumps, twists, and climbs due to duties such as foot pursuits.
- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.

Occasionally/Periodically:

- Performs bending, kneeling, squatting, and reaching to both ground level and overhead.
- Lifts, carries, pushes or pulls up to 180 pounds.

Working Environment

Both indoor and outdoor working environments which may involve a variety of extreme weather conditions; possible exposure to disease; subject to life threatening conditions and a variety of situations associated with law enforcement activities.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must be a Missouri state certified police officer.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision:	May 10, 2012	GENERAL ORDINANCE NO. 4287
Comments:	Updated Supervision	Date: June 15, 1992

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Dated:** _____

