

CLASS SPECIFICATION FOR
Police Lieutenant

GENERAL STATEMENT OF DUTIES: Exercises immediate supervision over field supervisors and/or supervisors of specialized units of the Division of Police and/or assists a captain in all matters administratively and operationally that effect the captain's responsibility.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for directing and supervising the activities of a teams or units of the Division of Police. Duties involve assigning personnel to their positions, evaluating their work performance, instructing them in new and approved police methods, enforcing the manual of rules and regulations and inspecting all police activities. A Police Lieutenant is thoroughly familiar with controlling laws and ordinances, with divisional practices and procedures and with approved modern police methods. The incumbent is thoroughly capable of commanding the respect of subordinate officers and of directing the work under ordinary and emergency conditions. Work is subject to the plans, policies and procedures formulated by the Chief of Police. A Police Lieutenant is directly responsible to a Police Captain or higher rank.

EXAMPLES OF WORK (illustrative only):

- Directs and supervises the activities and personnel of the team or unit to which assigned;
- Coordinates tactical operations in the field;
- Instructs subordinate employees as to work assignments, policies, procedures and areas of training;
- Plans and coordinates officer and equipment assignments;
- Interprets new laws, ordinances, rules and regulations for subordinate officers;
- Inspects personal appearance and equipment of subordinates;
- Evaluates performance of subordinates;
- Prepares reports such as budget, annual, monthly, weekly, and evaluation reports and makes corrective action as necessary;
- Assists in the development of special projects and assignments;
- Assumes field command as required;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of police methods and administration; considerable knowledge of controlling laws and ordinances and of departmental rules and regulations; considerable knowledge of the geography of the County; demonstrated ability to command respect of subordinates; ability to direct and supervise the work of others; ability to deal firmly and courteously with the public; exercises good judgment and dependability; maintains physical condition that permits the activities necessary in and inherent to the police profession.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school supplemented by police and/or college courses and eight (8) years of experience in police work, including three (3) years as a Police Sergeant; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Must be a citizen of the United States.