

# City of Poulsbo

## Position Description

<b>Position Title:</b> Lieutenant	<b>Reports To:</b> Police Chief
<b>Department/Section:</b> Police	<b>Date:</b> December 2020
<b>Salary Schedule:</b> Management	<b>FLSA:</b> Exempt

### **General Scope of Work:**

Under general direction of the Chief of Police, coordinates and administers daily police operation activities related to law enforcement and crime prevention through subordinates; provides high-level technical and administrative staff assistance to the Chief of Police; assumes command of the Department in the absence of the Chief of Police.

### **Essential Functions of the Job:**

- Assists the Chief in the development of goals, objectives, policies and priorities of the Department and in the development of innovative municipal law enforcement practices.
- Responsible for developing and maintaining accreditation procedures.
- Evaluates and enforces rules, procedures and policies for efficient operation of the Department and recommends changes.
- Plans, directs, supervises and coordinates the activities of Police personnel engaged in preserving order, protecting life and property and in enforcing laws and municipal codes and other police operation activities related to requests for police assistance, information and complaints.
- Reviews and approves recommendations for response to emergencies and oversees plans to meet goals.
- Provides direct supervision of upper level management positions and the functional supervision of professional law enforcement and support staff.
- Reviews and approves staff assignments.
- Coordinates special enforcement teams, directs investigations, interviews and inspections; directs the implementation of deployment for assigned personnel.
- Assists in preparing the Department budget, monitors budget activity
- Prepares and approves departmental payroll
- May assist the Chief in negotiating with municipal officers for appropriation of funds.
- Writes reports and maintains records.
- May handle departmental news release with the media

- Addresses the public, and special interest groups to inform the public of goals and operations of the Department.
- Confers with citizens and City officials on law enforcement problems.
- Supervises assigned staff; evaluates management and supervisory personnel; reviews evaluations of all line personnel; administers or recommends discipline; recommends hiring and termination; resolves personnel problems; develops recruitment and selection standards with Personnel Division.
- May make presentations to elected officials.
- Ensures achievement of in-service and State-mandated training requirements by all uniformed Patrol Division personnel.
- Provides long-range planning to ensure the Department's future service capacity and projects needs for personnel, equipment, training, and facilities.
- Performs duties of Chief of Police as assigned.
- Perform other duties as assigned.

**Qualifications/Requirements:**

**Knowledge of:**

- Modern police administration and operations
- Legal rights of citizens
- Modern office methods and procedures
- Municipal budget preparation and analysis
- Principles and practices of organization and public administration
- Department rules, regulations, policies and procedures; laws, ordinances, and regulations that affect police operations of the Department, including City personnel rules and procedures.
- Criminal law, laws of arrest, rules of evidence, search and seizure laws, interviewing and interrogation techniques and related legal basis of police activities.

**Skill in:**

- Problem analysis and resolution; development and presentation of related recommendations
- Principles of supervision, training, and performance evaluation
- Principles and practices of personnel management, and employee relations
- Public relations techniques
- Police operations and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management and care and custody of persons and property.

**Ability to:**

- Operate standard office equipment, including computers, assigned weapons, and various police equipment.
- Communicate effectively in written and oral form
- Command attention and respect.
- Encourage the flow of ideas and cooperative resolution of problems.
- Develop and maintain effective working relationships
- Assume responsibility and control in situations that require prompt action.
- Interact with others in a way that shows concern for the individual and sensitivity to personal differences and feelings.
- Identify and analyze critical departmental operations and organizational issues and develop realistic, cost-effective recommendations to resolve these issues
- Plan and coordinate activities, establish priorities, set standards and provide guidelines to staff

**Education and Experience:**

Any combination of experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- A minimum of two years previous experience as a Police Sergeant or comparable position, with demonstrated ability to exercise command authority over police operations, successfully develop and implement plans for future service and manage critical administrative functions.
- A bachelor's degree from an accredited college or university in business or public administration, criminology, police science or another related field is desired but not required to be considered for this position.

**Special Requirements:**

- This position is on 24-hour emergency call.
- Completion of Washington State Basic Training Academy or equivalent within six months.
- Washington State Criminal Justice Training Commission middle management career level certification or the equivalent.
- Possession of a valid or the ability to obtain a valid Washington Driver's License.