POLICE LIEUTENANT

POSITION SUMMARY

Under administrative direction, plans, directs, manages, supervises and participates in the activities, programs, functions, and operations of assigned duties within the police department. Incumbent is responsible for coordinating and providing supervisory direction of assigned staff at a division level while maintaining open lines of communication with subordinate supervisors and administration. Incumbent is charged with carrying out the mission and vision of the department while following the directives and culture instituted by the Police Chief. Work is performed under the direct supervision of the Deputy Chief.

Essential Duties:

- May assume management responsibility for assigned services and activities of a division or service area of the Police Department; may oversee special projects or other assigned areas.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Participates in the development of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
- May be required to respond to major incidents reported to the police department and ensures that all personnel are following emergency management protocol; assumes command of incidents as needed for the situation.
- Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies; participates with community relations including public presentations , media, social media, and press relations; serves as staff on a variety of boards, commissions, and committees.
- Represents the department with other law enforcement services and allied agencies, other City departments, civic groups, and the public; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas.
- Manages and oversees assigned special projects.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate.
- Assures all citizen complaints are appropriately investigated within their assigned division.
- Assures appropriate short and long term scheduling of personnel assets within their assigned division.
- When assigned or delegated by the Police Chief, assumes temporary command and responsibility of the entire department in the absence of the Chief and Deputy Chief .Work and hours can be unpredictable and diverse with some differential/atypical work hours/days required as assigned or needed.
- Performs other related duties as required and assigned.

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Knowledge, Skills, and Abilities

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Police principles and practices to include supervisory and leadership.
- Modern practices, procedures, and equipment in emergency response.
- Principles and practices of law enforcement administration, organization, and management.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Methods and techniques of public relations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Recent court decisions and how they affect department operations.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of law enforcement information systems including a computer and applicable software. Occupational hazards and standard safety practices.
- Mediating disputes; responding to requests and inquiries from the general public;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate clearly and concisely, both orally and in writing;
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties;
- Human resources and personnel code;

Knowledge, Skills and Abilities:

- Oversee and participate in the management of a comprehensive law enforcement program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.

- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work flexible hours, including nights, weekends, and holidays.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Judgment/Decision Making:

- Provides input and assists in the development of objectives, general policies and procedures related to general investigative services/response within the established scope of departmental operational goals and plans.
- Provides solutions and proactive recommendations to departmental policy and procedures, federal and state laws, City codes, personnel rules and policies, police reports and administrative studies in order to resolve operational and procedural problems, to formulate goals, objectives, and plans to maintain departmental efficiency and responsiveness.
- Refers Strategic Multi-Jurisdictional issues to Police Chief or Deputy Chief accompanied with recommendations.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Makes fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters.
- Promotes and assists in the development of the Police Department's long-range goals and objectives.
- Encourages employee growth and development by providing or encouraging learning opportunities.
- Directly supervises and oversees assigned staff to include non-sworn civilian members, Sergeants, Corporals and other subordinate supervisors.

Relation to Others:

- Communicates with the general public, coworkers, subordinates, or others in order to provide direction and training, explains departmental policies and procedures, laws, ordinances, resolves complaints and personnel matters, and gathers and disseminates information.
- May serve as a liaison between the Police Department and the media.

SKILLS

Education and Experience (position requirements at entry):

- Associates degree with a Bachelor's degree preferred.

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- Six years of sworn law enforcement experience to include two years of progressive managerial/supervisory experience overseeing sworn staff.;
- Completion of a 3 week specialized police management training course (e.g. Leadership in Police Organizations or FBI LEEDA or equivalent);
- or an equivalent combination of education, training and experience sufficient to successfully perform the essential duties.

Special Requirements (position requirements at entry):

- Licensed Law Enforcement Officer in the State of North Dakota or the ability to obtain ND Peace Officers License within 6 months of hire;
- Valid Driver's License

WORKING CONDITIONS

Environment:

- Work is performed in an ever changing and atypical environment related to police services. Arbitrary exposure to physical harm and a possibility of loss of life associated with dealing with the criminal element. Threats are difficult to identify and protect against.
- Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.
- Work is performed in a standard office setting, reactive emergency, natural or manmade disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

CLASSIFICATION RATING AND HISTORY:

Fox, Lawson and Associates Rating: C42; Draft by Fox Lawson and Associates LLC (JPF) - 6/99
Reviewed by Chief of Police 11/02; Revised and approved by Civil Service: 12-16-02
Approved by Civil Service: 03/29/05; CSC Approved: 04/15/05 – Essential Duties Language, Civil Service Approved on 04/23/07
Classification: Grade PD-19
FLSA: Exempt

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Updated to new format: 01/16/18, updated 04/29/2021 Chief Dassinger, HR Nameniuk
Reviewed by: Chief Dassinger, Captain Cianni, Captain Wilkie, HR Coordinator Nameniuk
Updated: by Chief Cianni, HR Nameniuk 7/10/23. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.