ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Lieutenant (Planning & Evidence)
Job Code: 6082
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise activities and staff involved in the handling, packaging, storage, and disposition of evidence and to evaluate, analyze, and participate in the development of department work activities, plans, goals, and objectives.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops, distributes, and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to management; and updates and maintains department standard operating procedure manuals.

Supervises and oversees daily activities of Property and Evidence Unit: coordinates and delegates work activities and resources; ensures accuracy of records activities and compliance with rules, regulations, laws and ordinances governing the release of law enforcement and investigation records; creates and modifies policies and standard operating procedures regarding evidence handling, packing and storage; coordinates evidence packaging training with Patrol Division; disseminates information and special orders; instructs and directs subordinates on proper procedures and protocols of the department; and updates Police Captain on status of work activities and major issues in areas of assignment.

Coordinates and participates in the development of department long- and short-term goals: researches and formulates law enforcement methods and best practices in relation to growing needs of the City; analyzes and evaluates data and policing concepts; develops plans for strategic operations management, forecasting and planning studies, and information management; tracks progress toward plans and goals; prepares annual report to maintain transparency and accountability; prepares special studies and reports; and revises and publishes multi-year plan, including identifying new action items for each division.

Analyzes functions and operations of individual units: assesses efficiency, effectiveness, policy, and procedural compliance, safeguarding of assets, and adequacy of management; reviews facilities, equipment, personnel, administrative organization and function, and operational activities and programs; identifies strengths and weaknesses and recommends corrective measures, as needed; coordinates with the unit commanders to create and implement solutions; and prepares report documenting results.

Prepares and maintains data and reports regarding opioid overdoses and use of Narcan: reviews overdose incident reports; tracks first arrivals on scene, overdoses due to opioids, administration of Narcan and other data; compares the number of incident reports to the number of calls for service for overdose to determine proper documentation of opioid overdoses; and ensures all relevant data is included in report.

Participates in on-call rotation as Patrol Watch Commander: provides command-level oversight for uniformed personnel during assigned shift; may perform command functions at critical or major accidents, emergencies, and disasters until relieved by a superior officer; assesses and contains scene; establishes command and control; manages and assigns personnel and other resources; coordinates with other divisions or agencies; ensures command notifications are made and critical information is shared; ensures community partners, such as schools, hospital, Department of Transportation, etc., receive pertinent information; coordinates the on-scene media response; and provides information and interviews to media when necessary.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals: ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations; maintains assigned police vehicle, uniform, weapons, and equipment; and inspects vehicles, uniforms weapons, and equipment assigned to subordinates.

Operates and maintains various equipment associated with law enforcement to complete work assignments, such as police vehicle, firearms, electronic control device, emergency equipment, radio/communications equipment, and other law enforcement tools and equipment.

Communicates with supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, project updates, property submission error reports,

property and evidence reports, drug audits, purchase and training requests, unit inspection reports, staff reports, safety inspections, Narcan reports, multi-year plans, employee performance evaluations, budget and financial records, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice, Organizational Management, or a related field required; supplemented by five years of experience in law enforcement, evidence processing, or related field, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Advanced Law Enforcement, General and

Specialty Law Enforcement Instructor, or other certifications as deemed necessary.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving

broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Most essential functions are regularly performed without exposure to adverse environmental conditions. Performance of essential functions in the field may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.