ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Lieutenant (Professional Standards)
Job Code: 6081
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise activities and staff involved in investigating and responding to allegations of officer misconduct and accreditation activities and processes.

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 Internal Affairs Unit: supervises and receives, reviews, investigates, and responds to allegations and complaints against the department or employees; coordinates and delegates investigations and resources; gathers and reviews use of force reports, 911 recordings, body-worn and dash camera footage, witness statements, incident reports and other department actions and records; coordinates investigations with department supervisors, as appropriate; ensures the maintenance of and maintains complaint and investigative records; contacts citizen complainants, providing regular updates, notification at the conclusion of investigations, and releasing of body-worn camera footage upon approval; prepares, reviews, and submits final reports and findings of fact; and updates Police Captain on status of investigations, accreditation processes, and major issues in areas of assignment.

Performs related duties in support of internal affairs and external agencies, as requested: manages and reviews administrative investigations and associated documentation completed by other department supervisors; provides training, guidance, assistance, and advice to department supervisors and others, as assigned, regarding professional standards processes and investigations; tracks, reviews, and routes findings, early intervention system alerts, performance improvement plans, etc. ; reviews related department performance evaluations, policies, and procedures to ensure compliance with local, state, and federal rules, regulations, and best practices; and serves as a liaison to outside law enforcement agencies investigating the action of department members, particularly in response to the use of lethal or excessive force.

Supervises accreditation processes and ensures department compliance with Commission on Accreditation for Law Enforcement Agencies (CALEA) standards : coordinates and supervises the identification, verification, and reconciliation of department policies and procedures with CALEA standards; conducts research regarding accreditation standards, policies, and best practices; coordinates the correcting of deficiencies through policy development and changes, training or other administrative measures with key agency personnel; develops, updates, and recommends processes, policies, and procedures; coordinates and/or assigns assessments, inspections, documentation and other accreditation tasks; conducts related training, reviews, and mock assessments; prepares, submits and maintains various accreditation records, files and reports; and serves as a liaison to local, state, and national accreditation forums, including information exchange, research, training, and/or serving as part of a mock assessment team for other agencies undergoing CALEA accreditation.

Serves as administrator for the departments computerized document management system or other systems as assigned: conducts system training; troubleshoots and resolves problems and technical issues; maintains account permissions, information, and passwords; and creates, reviews, maintains, publishes, distributes, and catalogs workflows, policies, forms, training materials, and other documents.

Performs other duties in support of department operations: audits body-worn camera footage and mobile computer terminal data; manages, updates, and distributes the department's internal phone list; manages key-card access system for the Municipal Building, including issuing cards to new employees, creating replacement cards, maintaining the system database, and running reports when needed; reviews accuracy and quality of data submitted for open data reporting; coordinates with outside agencies regarding background checks and personnel file reviews; and generates personnel file histories when required for department processes.

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, to protect life and property, to promote security, and to maintain law and order: maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new trends, technology, and advances in law enforcement, evidence handling, storage and disposition, public safety planning, and operations and management analysis; maintains professional affiliations; and facilitates and attends division meetings, in-service training, and continuing education as required to remain knowledgeable of departmental operations.

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, corrective action forms, investigative reports, system audits and reports, 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 or a related field required; supplemented by seven years of progressively responsible experience in law enforcement, accreditation, 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 used in performing essential functions.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

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 light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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.