ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Lieutenant (Patrol)
Job Code: 6190
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise an assigned district and to serve as Watch Commander on a rotational basis to protect life and property, to deter criminal activity, and to enforce all local, state, and federal laws, statutes, and regulations.

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.

Manages law enforcement activities of assigned unit: monitors and manages calls for service and field operations; ensures adequate staffing and supervision for each shift; monitors call type, response time, etc.; supervises field personnel and assists with calls for service, as needed; communicates critical information to field personnel, command staff, and other staff; and coordinates with other lieutenants and supervisors to address problem areas and to implement department initiatives and special operations.

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 and advances in the profession; maintains professional affiliations; and facilitates and attends shift and/or unit meetings, in-service training, and continuing education as required to remain knowledgeable of departmental operations.

Performs 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.

Performs administrative functions: reviews reports, documentation, and body-worn camera footage submitted by subordinates; implements and updates policies and procedures; disseminates information regarding new laws and legislation; ensures availability of and inspects vehicles, equipment, and uniforms; investigates complaints against unit personnel; and recommends, administers and/or documents counseling and disciplinary action resulting from officer misconduct.

Develops long- and short-term goals and objectives to address public safety related concerns and problems in assigned district: analyzes and reviews crime statistics, reports, records, and related data; identifies crime trends; develops intervention programs, crime reduction plans and strategies, and special operations; coordinates activities with department officials and community members, groups, and neighborhood associations regarding manpower and equipment needs, crime trends and information, etc.

Coordinates assigned programs, operations, and/or specialized units: assists in development and training; identifies and secures resources needed to implement programs, operations, and unit activities; attends and/or facilitates meetings, briefings, and debriefs; provides direction, information, and recommendations regarding goals and objectives, crime trends, solutions to crime problems, etc.; and manages and monitors implementation of programs, operations and/or specialized units to ensure compliance with established goals and objectives and department policies and procedures.

Performs public relations duties: serves as a liaison to district community, neighborhood groups, and event organizers; attends meetings; serves on boards, commission, and task forces, as assigned; provides education and information regarding laws, law enforcement, crime prevention, drug abuse, and related issues; receives and responds to individual and neighborhood organization concerns; develops action plans; organizes and ensures staffing for community outreach and special events.

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, media, 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, patrol reports, internal investigations, administrative reports, complaint reports, after action reports, employee work and on-call schedules, training requests and reports, memos, training materials, time sheets, inspection logs, equipment audits, incident and collision reports, case supplements, citations, warrants, performance evaluations, crime reports and presentations, 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:

Associate degree in Criminal Justice, Public Safety, or a related field required; supplemented by five years of experience in law enforcement, 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, and/or advisory 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.