CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION

POLICE LIEUTENANT
POLICE DEPARTMENT

GENERAL STATEMENT OF DUTIES

Performs supervisory and administrative law enforcement work directing activities of multiple units or specified District within the Police Department. Reports to a Police Captain.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class serves as a District Commander, performing supervisory and administrative work in directing the activities of assigned units or districts in the Police Department. Work includes allocating manpower and scheduling work assignments, monitoring district activities and expenditures, offering advice and assistance to subordinates as problems arise, and supervising subordinate programs and personnel to ensure that law enforcement work meets accepted standards. Employee is also responsible for planning special operations to be carried out by subordinate units, and for assuming command of major incidents. Employee directly supervises Police Sergeants and indirectly supervises Police Officers or Detectives. Independent judgment and initiative are required in determining facts, interpreting the law, and making decisions concerning operational matters. Work is performed under the limited supervision of the Captain and is evaluated through conferences, observation, and the effectiveness with which assigned units operates.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assigns, directs and supervises, through direct or delegated supervision, activities of assigned units or districts within the Police Department, ensuring activities are carried out in accordance with directives of the Chief of Police and established policies, procedures and standards; ensures subordinates receive training required by assignments; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Department management.

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Coordinates programs with community to develop long term and short term goals and objectives to address public safety related concerns and problems within an assigned district.

Responds to major incidents and assumes command until relieved by superior officer, ensuring availability and/or assigning additional manpower, as necessary.

Directs all community policing activities for a district or unit.

Assumes responsibility for major investigations, coordinating activities of assigned Detectives.

Develops plans for special operations, identifying objectives, reviewing pertinent reports and records, conferring with other Department officials, coordinating appropriate levels of manpower and equipment, etc.

Receives and investigates complaints pertaining to conduct of subordinate personnel, programs, procedures, etc., interviewing various parties and reviewing reports, and preparing verbal and/or written responses and recommendations, as appropriate; prepares reports for Captain, as requested or otherwise deemed appropriate.

Approves purchases of equipment and supplies.

Works with Crime Analysis to identify crime trends and problems within districts.

Analyzes crime statistics data to develop proactive intervention plans.

Reviews and approves search warrant requests, as appropriate.

Appears in court as a witness to give testimony.

Cooperates with law enforcement officers of other governmental units in making investigations and arrests.

Coordinates, facilitates, and/or attends various community functions to establish law enforcement presence, and interacts with residents as appropriate to establish and maintain positive image of Department and law enforcement activities.

Confers with media representatives, providing information, as appropriate, in response to inquiries or as necessary to facilitate progress in investigations.

Reports all district activities and programs at quarterly comstat meetings.

ADDITIONAL JOB FUNCTIONS

Assumes patrol duties, as necessary, answering complaint calls, examining crime scenes, interrogating suspects, making arrests, etc.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the operation, procedures, and legal processes of the Police Department.

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Thorough knowledge of modern law enforcement principles, practices, and procedures.

Thorough knowledge of Community Oriented Government concepts and SARA model of Community Policing.

Considerable knowledge of criminal investigative practices and procedures.

Considerable knowledge of the standard practices, materials, techniques, and equipment associated with assigned units or program.

Considerable knowledge of state open records laws pertaining to release of law enforcement and investigation records.

General knowledge of the principles and practices of law enforcement program planning and budgeting.

General knowledge of the principles of supervision, organization, and administration.

General knowledge of the current literature, trends, and developments in the field of law enforcement, including any specialty area(s) of assignment.

Skill in the use of firearms and other law enforcement equipment.

Ability to analyze complex crime data and formulate both short term and long term strategic plans for intervention.

Ability to plan, assign, and supervise the activities of subordinates in multiple programs and to instruct them in proper work methods and procedures.

Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency situations.

Ability to express ideas effectively orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Non-probationary status and have a minimum of six months time in grade **AND** one of the following: An Associate's degree from an accredited college and currently enrolled in an accredited college in a Bachelor's Program and must sign an agreement to complete the program; **or** Associate's degree from an accredited college and enter into a signed agreement to enroll in an accredited college and complete a Bachelor Program; **or** Bachelor's Degree from an accredited college or university; **or** Master's Degree from an accredited college or university.

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SPECIAL REQUIREMENTS

Certification as a Police Officer through the Criminal Justice Education and Standards Commission of North Carolina. Possession of a valid North Carolina driver's license.

In addition, chosen candidates for the rank of Lieutenant must have successfully completed one of the following management level programs: Administrative Officers Management Program (AOMP), Law Enforcement Executive Program (LEEP), the Justice Academy's Management Development Program (MDP), or an authorized equivalent; **or** chosen candidates for the rank of Lieutenant must sign an agreement to successfully complete one of the following management level programs: AOMP, LEEP, the MDP or an authorized equivalent.

*** For additional training requirements see the Department's Standard Operating Procedures Manual.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job levels.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

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Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 19
Exempt

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