



## City of Lake Oswego, Oregon

### Job Description

#### **POLICE LIEUTENANT**

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 620**

**Job Code: 3060**

#### **Summary**

Under direction, supervises patrol operations, traffic enforcement, investigations or training activities including scheduling, training, assigning and reviewing work of staff. Conducts in-service training including planning, organizing and implementing training programs. Performs patrol, investigation or traffic duties as needed. Incumbents will be assigned to a shift and must be available to work all shifts: days, swing and nights.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervises employees including prioritizing and developing work plans; evaluating staff performance; monitoring progress on reports and projects; establishing, interpreting and enforcing policies and procedures; providing training and development for staff; providing verbal counseling or reprimands; issuing disciplinary action such as written reprimands; make recommendations on other disciplinary action including reductions in pay through removal from premium pay assignments, demotions, suspensions and terminations; providing meaningful input for making hiring and promotion decisions.
2. Reviews and evaluates written reports of officers including checking for accuracy and completeness; assigns additional work and follow up as required.
3. Provides feedback to officers regarding performance and quality of service including determining areas of improvement, providing additional training, motivating officers and promoting high morale and strong work ethics.
4. Performs patrol duties including detecting criminal activity, investigating crimes, collecting evidence, securing crime scenes and in assisting the general public. Promotes a positive public image.
5. Coordinates training and development programs including scheduling in-service training, conducting training, organizing drills, maintaining and updating procedural manuals, developing training standards and manuals and reviewing and updating training bulletins. Prepares budget for specific assignment; i.e. traffic, detectives, etc.
6. Compiles and prepares comprehensive and comparative statistics on police work including determining relevancy of statistical information and format of presentation.
7. Performs internal investigations and investigates officer complaints.
8. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Human behavior in stressful situations.
- Investigating criminal activities and apprehending violators.
- Local, state and federal laws, regulations and ordinances governing criminal activity and civil matters.
- Reporting responsibilities to regulating agencies.
- Report writing.
- Problem resolution techniques.
- Presentation techniques.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply management theories and practices.
- Write reports.
- Make presentations.
- Resolve conflicts.
- Promote positive public relations.
- Operate police vehicles, equipment, weapons and restraints.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with an Associate's degree in Public Administration, Law Enforcement, Criminal Justice or related field and three years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards.

Must be able to pass a thorough background check with no felony convictions, and pass a psychological and medical evaluation. Must have a State of Oregon Management Police Certificate.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

## **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Very Heavy Physical Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*