

MABTON POLICE DEPARTMENT

Promotional Opportunity
POLICE LIEUTENANT

Position – Police Lieutenant	Reports to: Chief of Police
Department: Police	FLSA Status: Exempt
Civil Service	No

Position Purpose:

A Police Lieutenant is responsible for planning, supervising, and reviewing the activities of all personnel assigned to the Patrol Division, Reserve Officers, Records, Code Enforcement, Evidence, and any other designated areas assigned by the Chief of Police. A Police Lieutenant recommends comprehensive goals and objectives, and is responsible for their implementation of results achieved. The administrative nature of the work requires considerable responsibility for making decisions regarding actions to be taken, independent judgment in the interpretation of policies and procedures, as well as application of laws and ordinances. A Police Lieutenant provides highly complex staff assistance to the Chief of Police, as his designee.

Supervision Received:

Works under the general supervision of the Chief of Police

Supervision Exercised:

Supervises police department staff directly or through designated supervisors

ESSENTIAL DUTIES AND RESPONSIBILITIES – Essential duties and responsibilities may include but are not limited to:

- Represents the organization at a variety of meetings, public events, on committees, and/or other related events regarding services, programs, projects, and facilities.
- Seeks and evaluates grant funding opportunities to supplement the police budget.
- Actively participates and accomplishes organizational, departmental, and workgroup goals and objectives.
- Exhibits a service orientation toward internal and external customers, through respect, support, and cooperation.

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- Contributes to building a positive team environment.
- Establishes and maintains effective working relationships with staff, other agencies, news media, elected officials, administrators, and the general public; coordinates task forces and other cooperative law enforcement efforts.
- Prepares, reviews, interprets, and analyzes a variety of information, data, and reports. Recommends and implements policies and procedures to improve operational effectiveness and enhancements to services or programs.
- Responds to emergencies during on- and off-duty hours; organizes and directs personnel and equipment during major events or emergencies, and assumes command as necessary.
- Assists the Chief of Police in the administration of the annual budget; assists in preparation of departmental budget and all other budget duties as assigned by the Chief of Police.
- Supervises and evaluates the performance of assigned personnel at specific designated intervals; provides career and personal counseling to subordinates as necessary; recommends reassignment or termination; administers formal disciplinary measures initiated by the Chief of Police.
- Evaluates methods, policies and procedures; recommends changes for department improvement and efficient operations.
- Assign, instruct, and review the work of subordinates in an effective and positive working relationship, with emphasis on mentorship and development.
- Informs the Chief of Police of significant activities by means of discussion, conference or written report; perform duties of the Chief of Police in absence according to established guidelines.
- Demonstrates initiative consistent with job expectations, to improve both personal and organizational performance. This includes the maintenance of all certifications and annual in-service training.
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- The Police Lieutenant is assigned as the Mabton Police Department's Quartermaster under the direction of the Chief of Police.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is performed in an office environment while sitting at a desk or computer terminal for periods of time. Constant use of all senses including feeling, talking, hearing, seeing, listening, smelling while performing duties and while communicating with co-workers, general public and completing all tasks assigned. Constant use of both hands in reaching, handling, grasping, while performing duties.

Work will require occasional travel to a variety of locations and trainings. Work is also performed outside with all weather extremes, and may have occasional exposure to chemicals, blood, saliva and/or body fluids at accidents or crime scenes. Occasional lifting/carrying of objects up to 25 pounds; grasping, pushing, pulling various objects or persons. Occasional

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stooping, bending, squatting, kneeling, climbing and reaching. Occasional running to apprehend a suspect.

UNUSUAL WORKING CONDITIONS

Working conditions may include: rotating shift assignments, night hours, on-call status, callback on short notice, and working on weekends and holidays; exposure to all of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement

officer; stress associated with the necessity to make decisions affecting the safety of personnel and the public with little or no time for reflection or consultation; long working conditions caused by incidents in progress or the necessity to meet critical deadlines, or to cover shifts.

QUALIFICATIONS

Experience and Training Required:

- Minimum of seven (7) years of CJTC Law Enforcement Experience
- Must possess the proven leadership skills to manage the activities and daily operations of the entire Mabton Police Department; this may be proven with leadership training, leadership roles, experience, and post academy training.
- Any combination of education and/or experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for any of the above qualifications.

Examples of these skills include:

- Rules, regulations, policies, procedures (LEXIPOL) of the Mabton Police Department
- Managerial principals, practices, and techniques;
- Public administration principles and practices;
- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Policy and procedure (LEXIPOL) development practices.
- Applicable theories and principles related to area of assignment.
- Organizational and planning concepts.
- Budget preparation and control.
- Principles and practices of supervision and training.
- City ordinances, civil service rules, and labor agreements.
- Laws of arrest, search and seizure.
- Criminal Case preparation and procedures.
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication.
- Report writing and case perpetration.

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- Crime scene management.

LICENSES AND OTHER REQUIREMENTS

- CJTC certified and in good standing with the Mabton Police Department
- Valid Washington State Driver's License
- Non-probation Police Officer of the Mabton Police Department

- Ability to attend and successfully pass first level supervision, middle management as set forth by the Washington State Criminal Justice Training Commission.