



POLICE LIEUTENANT (~~APPOINTED~~)

JOB DESCRIPTION

Department:	Police	Division:	Varies depending on assignment
Work Location:	Urbana City Building	Percent Time:	100%, Regular
Job Type:	Appointed <u>Civil Service</u>	FLSA Status:	Exempt
Reports To:	Deputy Chief of Police	Union:	Non-Bargaining Unit

JOB SUMMARY

A police lieutenant is a sworn supervisor of a division of the Urbana Police Department. This position is responsible for scheduling, assigning, coordinating, directing, and inspecting work of shift subordinates; directly supervising and evaluating work of shift Police Sergeants; coordinating, directing, and supervising subordinates in compliance with Illinois Compiled Statutes, policy and procedures, rules and regulations.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Contributes to supporting the Mayor and City Council's priorities as they relate to the position.
- Assigns, directs, controls, and inspects patrol work of assigned shift and departmental staff support; inspects personnel and equipment; issues and interprets policies, procedures, rules, and regulations; advises and assists subordinates in patrol and complaint investigation duties.
- Provides guidance through referral for officers dealing with personal problems both on and off the job.
- Participates in the resolution of labor grievances.
- Conducts briefings occasionally; reviews reports of Police Officers in absence of Sergeants.
- Prepares bi-weekly payroll; maintains overtime, compensatory time, vacation, and sick leave records.
- Participates in the evaluation process of subordinates; reviews evaluations of subordinates; recommends promotions or transfers, recommends hires and discharges, initiates disciplinary action.
- Incumbents of this class function as the commanding officer of a division. In some assignments, incumbents are required to become involved in situations requiring extreme physical exertion.
- This position may require irregular working assignments, which includes working nights, weekends, holidays, rotating shifts, swing shifts, and occasional callbacks, as needed, or as assigned.
- Incumbent may be required to remain on duty without advance notice due to emergencies or staffing shortages.
- Ensures that all operational, administrative, and organizational matters are uniformly executed and effectively communicated.
- Attends staff meetings.

- Incumbent exercises considerable knowledge, training and experience for executing duties independently, and within applicable legal policy parameters and limitations.
- Performs duties of Police Sergeant or Police Officer when short staffed.
- Performs other related duties as assigned.

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

JOB REQUIREMENTS

Skills & Experience

- Two (2) years' experience as a police supervisor at the time of appointment.

Knowledge of:

- Departmental policies, rules and regulations.
- Accepted police practices, methods, and procedures employed in field patrol work.
- Principles, practices, and methods employed in crime detection and criminal investigation.
- Geography of the general area and road network.
- Applicable laws and ordinances regarding arrest procedure and detention, rules of evidence, and the prosecution of offenders.
- Principles and techniques of accident investigation, interview and interrogation, and criminal investigation procedure and case preparation for prosecution.
- Criminal court system.
- Office procedures, methods and equipment including computer software applications.
- Principles of business letter writing and basic report preparation.

Ability To:

- Effectively plan, direct, control, and evaluate work of police officers, and to deal firmly and courteously with subordinates and the public.
- Prepare clear and comprehensive investigative reports.
- Safely operate City vehicles requiring a State of Illinois Class D driver's license.
- Maintain skill in the use and care of firearms, pepper spray, batons, handcuffs, portable radios, mobile radios, mobile digital computers, City computers and network systems, METCAD dispatch computers, police vehicles and other equipment.
- Work with confidential information.
- Demonstrate an awareness and appreciation of the diversity of the community.
- Develop and maintain strong communication and interpersonal skills.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Develop and implement long-range goals and objectives, and develop the same skills in subordinates.
- Recognize and resolve organizational conflict.

Licenses, Certifications and Memberships Required

- Must possess a valid State of Illinois Class D driver's license.
- Must possess Police Training Institute certificate and Firearm Training certification.

Other Requirements

- Must maintain physical fitness requirements to assure satisfactory performance of the essential functions of the job.
- Minimum age of not less than 21 years at time of appointment.
- Must be a United States citizen.

RESPONSIBLE FOR:

- Supervising and evaluating shift Police Sergeants' work performance.
- Safety of subordinates and public.
- Scheduling, assigning, coordinating, and directing the work of shift Police Sergeants, Police Officers, and non-sworn personnel.
- Investigation of citizen complaints against Police Sergeants and Officers.
- Routine maintenance of assigned equipment.
- Safe utilization of City vehicles and property.
- Responsibility for patrol operations; special event planning; emergency management; investigations, reports and report writing; application and enforcement of departmental policies and procedures, professional standards performance evaluations, customer and staff relations development and execution of in-service training and (new hire) field training & evaluation; crime prevention education; and community based outreach & initiatives.

SUPPLEMENTAL INFORMATION

Working Environment: Standard office setting with occasional fieldwork. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is usually performed indoors in office and in meeting rooms; occasionally work outdoors in all weather conditions when required to respond to in-progress calls and major incidents. May work second or third shift; may work holidays; may be on call for emergency situations. While on assignment as Lieutenant, incumbent will be on call 24 hours a day, 7 days a week, authorized and responsible for a City vehicle 24 hours a day, 7 days a week.

Physical Requirements: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; ability to respond to calls for service and to take police action when necessary; may occasionally require extreme physical exertion to assist with physical altercations.

Vision and Hearing See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment. Hear in the normal audio range with or without correction.

Supervision Exercised: Supervision is exercised over Police Sergeants, Police Officers, and other non-sworn support personnel.

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The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONTACTS:

- Daily contact with the public, attorneys, media, businesses, other City departments, and other law enforcement agencies.
- Periodic contact with suspects and criminals, and other governmental agencies such as Champaign County Mental Health, the Department of Children and Family Services, social service agencies, and local school officials.

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.

The 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.

Class Specification History:

- New class created: Sept. 24, 2010
- General modifications: July 11, 2014; March 21, 2019

For HR/Finance Use

Job Class 1237	Pay Grade 354
EEO Category 1 – Officials/Administrators	