



City of Casa Grande

Police Lieutenant

GENERAL PURPOSE: Under general supervision, plans, organizes, and manages the staff and activities of the Police Department Patrol, Investigations or Support Services Division; assures effective communication of Department goals and strategies.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and takes command when appropriate; assigns and manages assets.
- Develops staff skills and conducts performance evaluations.
- Maintains discipline, and assures compliance with Department policies and general orders.
- Evaluates Division and Department operations and activities, as well as monitors and reviews trends in law enforcement and recommends changes and improvements to existing programs, priorities, policies and procedures.
- Performs a variety of specialized functions in areas of expertise, including patrol and shift scheduling, internal affairs, volunteer services, community affairs, support services, and related functions.
- Maintains the integrity, professionalism, philosophies, attitudes, values and intentions of the Department by assuring that all rules and regulations are followed.
- Collects and analyzes data; directs and reviews preparation of special reports and record keeping requirements; reviews, corrects and closes Police reports within scope of authority.
- Assists other Police personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Police Sergeants, Corporals, Officers and technicians.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor Degree in Law Enforcement, Criminology, Public Administration, or related field and five (5) years of experience as a Police Officer, including two (2) year's supervisory experience, or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Police Department General Orders, policies and procedures.
- Knowledge of modern law enforcement management principles, practices and methods.
- Knowledge of City, county, state and Federal laws, regulations and ordinances.
- Knowledge of the Arizona criminal justice and court systems, procedures and protocols.
- Knowledge of law enforcement methods, practices, and procedures; including case laws governing arrest, rules of evidence, probable cause, and search and seizure.
- Knowledge of strategy and tactics for management and deployment of personnel and equipment in complex tactical and emergency situations.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of the principles and practices of criminal justice records management.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in analyzing complex law enforcement and security issues, and developing solutions.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in working as a team member with other law enforcement, criminal justice, and multi-jurisdictional agencies.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Arizona Peace Officer Standards and Training (POST) certification; must possess State of Arizona Driver's license and a clear criminal record.

Physical Demands / Work Environment: Work is performed outdoors and in various law enforcement facilities; must maintain a level of physical fitness to meet Department standards.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.