



Town of Oro Valley Classification Description

Title: **POLICE LIEUTENANT**
Job Code: 2725
FLSA Status: Exempt

Department: Police
Salary Grade: 125

POSITION SUMMARY:

Under general supervision, supervises and administers the functions within a Division of the Police Department responsible to the citizens for the protection of life and property and maintaining law and order.

ESSENTIAL JOB FUNCTIONS:

- A. Responsible for the management, training, and supervision of assigned unit personnel, and the coordination of activities with other department units and law enforcement agencies.
- B. Work includes but is not limited to the investigation and resolution of operational, procedural, and personnel problems, preparation and administration of unit budgets, preparation of reports and written communications, and maintenance of records. Minimal supervision is received from police commanders and the police chief.
- C. Work requires considerable exercise of initiative, independent judgment and discretion in the supervision of personnel, management of materials, equipment and resources and in determination of appropriate course of action to be taken in serious or major situations.
- D. May be assigned as police commander or deputy chief assuming such duties and responsibilities as the police chief, or if appropriate the acting police chief, may delegate.
- E. Supervises the activities and personnel of units such as patrol, investigation and technical support.
- F. Schedules, assigns and deploys personnel in accordance with operational and tactical needs; instructs personnel in methods and procedures, rules, regulations and other matters of importance; reviews and evaluates personnel and operational performance and recommends appropriate corrective actions.
- G. Conducts inspections of equipment, materials, vehicles and facilities to assure that proper serviceability, safety, accountability, operation and security requirements are met.
- H. Conducts independent investigations and research, personnel interviews, interrogations, reviews reports, records and new developments in critical law department rules and regulations, new techniques and equipment and other aspects of law enforcement work.
- I. Coordinates activities with other department units, federal, state and local law enforcement agencies, medical, educational and social service organizations, town departments and community agencies.
- J. Participates in field activities and assumes responsibility for serious and major situations, investigates and resolves operational problems.
- K. Prepares reports, communications, informational materials, conducts briefings and instructional and informational presentations.

- L. Attends scheduled court appearances and serves as a member of various department boards of review and inquiry.
- M. Performs other work related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement rules of evidence, legal rights of citizens and legal and court procedures.
- Knowledge of Town and Department policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of the legislative process and legal terminology.
- Knowledge of modern law enforcement trends and practices.
- Skill in planning, organizing and directing the work of employees performing varied operations connected with police activities and developing proper training and instructional procedures for those employees.
- Knowledge of police equipment, care and use.
- Knowledge of town geography, street locations and problem areas.
- Skill in management of personnel and materials resources of the department.
- Ability to make well thought out and effective decisions in routine and emergency situations with due regard for public and personnel safety and protection of rights and property.
- Ability to compile, review, analyze, interpret and effectively disseminate and utilize written and numerical data.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- Three (3) years' experience in law enforcement as a Police Sergeant including supervisory and management training **OR** an equivalent combination of education and experience.
- Must possess at the time of application and maintain an AZPOST Peace Officer certification, ACJIS Terminal Operator certification, and an Arizona driver license.
- Must have successfully completed or complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.