

## CITY OF CREEDMOOR JOB DESCRIPTION



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| <b>Job Title</b>   | Patrol Lieutenant |
| <b>Department</b>  | Police Department |
| <b>Reports to</b>  | Police Chief      |
| <b>FLSA Status</b> | Non-Exempt        |

### GENERAL STATEMENT OF DUTIES

Performs difficult administrative and law enforcement work in the protection of life and property in the City. Performs difficult supervisory work in the oversight of the patrol division and prevention, detection, apprehension, and prosecution of persons suspected of committing criminal acts.

### DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is assigned patrol operations oversight. Responsibilities include supervising the activities of the patrol division. Work requires significant judgment, initiative, and management skills as well as strong knowledge of uniformed patrol operations to include but not limited to, crime prevention, building community relations, crime detection and apprehension.

This position is responsible for coordinating all patrol division activities within the city and with other law enforcement agencies. This position assists with budget development, administration, setting departmental policy, goals and performing special projects. Employee must exercise judgment, initiative and calm control when performing duties when responding to stressful and emergency situations. Work involves frequent public contact which requires tact, firmness and decisiveness. Work also involves participating in the recruitment and hiring process for the department. Work is performed in accordance with departmental policy and state and federal law.

Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is also subject to the final OSHA standards on blood borne pathogens. Work is evaluated through observation, conference and review of reports for adherence to laws, department procedures, and proper judgment, and for division productivity.

### DUTIES AND RESPONSIBILITIES

#### Essential Duties and Tasks

- Manages policy and goal development for patrol operations.
- Manages scheduling for uniform patrol and special operations.
- Supervises patrol operations; observes field performance and provides feedback.
- Supervises and participates in securing preliminary crime scenes, collection, preservation and processing evidence; identifies and interviews witnesses, victims, and suspects; develops sources and leads; analyzes evidence; arrests suspects; testifies in court.
- Supervises and prepares a wide variety of records and reports; checks on warrants, arrests, and other procedures; reviews and approves reports related to patrol operations.
- Provides training, motivation, and coaching in conjunction with the performance evaluation program for all direct reports; coordinates performance improvement plans; recommends and carries out disciplinary procedures related to performance issues.

- Assists Police Chief with departmental supervisory and administrative work; assists with decisions in unusual situations as circumstances permit.
- Participates in hiring and promotional processes; provides coaching and counseling to subordinate supervisors on personnel matters, internal investigations, and public interactions; ensures proper motivation, communications, training, and readiness of staff.
- Assists Police Chief in the investigation of citizen concerns/complaints regarding department policy and performance; makes recommendations and carries out disciplinary procedures related to findings.
- Analyzes crime, traffic, and other trends and plans allocation of resources and staff.
- Participates in various law enforcement activities including calls for service, arrests, investigations, etc.; takes command of crime scenes as necessary, processes crime scenes; testifies in court.
- Coordinates the patrol division's cooperation with other city departments and other law enforcement agencies in regional efforts and similar crimes; coordinates the reviewing of evidence and scheduling cases with the District Attorney's office.
- Serves in the absence of the Police Chief.

#### **Additional Job Duties**

- Performs other duties as assigned.

Note: This listing is intended only to illustrate the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **RECRUITMENT AND SELECTION GUIDELINES**

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, evidence identification, collection and processing, and arrest procedures.
- Thorough knowledge of law enforcement principles, practices, methods and equipment.
- Thorough knowledge of state and federal laws and regulations concerning DCI and police telecommunications activities.
- Considerable knowledge of the organization's personnel policies, budget and purchasing procedures, and effective supervisory practices.
- Considerable knowledge of the geographic, economic, and social characteristics of the City.
- Considerable knowledge of scientific crime detection and criminal identification methods and procedures.
- Considerable knowledge of City personnel, budgeting, and purchasing policies.
- Knowledge of modern and effective supervisory principles and practices including motivation, training, leadership, communications, conflict resolution and performance coaching and evaluation.
- Skill in the use of firearms, and other law enforcement equipment and in the application of self-defense tactics.

- Ability to independently perform complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to report clearly, orally and in writing, the results of investigative efforts.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to deal tactfully yet firmly with the public.
- Ability to lead and inspire confidence among subordinate officers and to train, counsel, and evaluate employee performance.
- Ability to inspire calm and confidence in other officers and the public.

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of standing, walking, balancing, stooping, hearing, talking, kneeling, crouching, reaching, feeling, grasping, pushing, pulling, bending, climbing, lifting, crawling, fingering, and performing repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and 10 pounds constantly.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol, to operate a computer terminal, and to prepare written reports.

### **Education and Experience**

- Current NC BLET Certification.
- Valid NC driver's license with clean driving record.
- Associate's Degree in Criminal Justice, Public Administration, or related field, eight (8) years law enforcement experience, and prior supervisory experience in the law enforcement field.

### **Preferred Education and Experience**

- Bachelor's Degree from an accredited college or university with a degree in criminal justice, public administration, or related field.
- Ten (10) years of law enforcement experience including two (2) years' supervisory experience in law enforcement work.
- Supplemental specialized training in Community Policing, First Line Supervision, FTO, PLI or similar/equivalent courses, or an equivalent combination of education and experience.
- The City prefers this position level to live within 25 miles of the City Limits.

### **Special Requirements**

- Valid North Carolina driver's license.
- Before assignment to sworn duties, employees must have obtained certification by the North Carolina Justice Training and Standards Commission as a certified law enforcement officer. Prefer intermediate certification.

**ADDITIONAL RESPONSIBILITIES**

Employee may be called upon in case of a disaster, either natural or man-made, to serve the citizens of Creedmoor. Failure to serve when required may result in personnel action being taken. Service during a disaster may also result in the assignment of other duties, which will take precedence over duties described in this job description.

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Employee Signature

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Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Name (Printed)

\_\_\_\_\_  
Date