

POLICE LIEUTENANT

NATURE OF WORK

This is responsible administrative and supervisory police work, assisting in the direction of department personnel and/or in the direction of an organizational unit of the police department.

Work involves responsibility for planning, instructing, and assisting duties to subordinates, providing leadership, and monitoring conduct and proficiency of subordinates' work. Work may be performed on an assigned shift and requires the exercise of considerable independence in the performance of duties and general guidance is received from a superior. Work is performed in accordance with departmental rules and regulations and general instructions from superior officers who review work through written documents, conferences and observations.

EXAMPLES OF WORK PERFORMED

Acts as Shift Commander for community-based teams and related units; conducts briefings at the beginning of each shift; reviews investigative reports of staff; assigns follow-up investigations; supervises at critical incidents, special or major events.

Acts as a ranking officer of community-based teams or specialty units; assigns and monitors follow-up investigations; liaisons with criminal investigations personnel as needed; attends meetings both internally and externally; calculates statistics regarding unit activity; supervises at major crime scenes involving fatalities or other serious crimes.

Performs Unit inspections; manages departmental accreditation files; drafts general orders, policies and procedures concerning department management; assists with monitoring and reporting of grant activities.

Supervises and plans public engagement activities; coordinates veteran, recruit and civilian training opportunities; allocates and tracks activities for the Unit.

Monitors expenditures to remain within approved budgetary limits; authorizes overtime; assists in the development and oversight of unit policies and procedures; evaluates assigned subordinates formally on an annual basis and informally as needed; reviews incidents and subordinates through personal observation, report and video monitoring; maintains and participates in the discipline process.

Enforces Federal, State and City laws and ordinances which may involve an element of personal danger; prepares for and testifies in court when needed; collects evidence, obtains and analyzes information; effects arrests for all types of incidents.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, methods, and written rules/regulations of the department as well as other written guidance pertinent to the assigned position.

Thorough knowledge of the principles and practices of law enforcement.

Thorough knowledge of Federal and State laws and City Ordinances applicable to community law enforcement and the provisions of the police bargaining agreement, city code, and personnel rules and regulations.

Thorough knowledge of modern methods and practices in criminal investigation.

Thorough knowledge of the geography of the city including the location of major buildings, landmarks and sensitive sites.

Ability to analyze complex situations quickly and calmly, and to determine the proper course of action.

Ability to read and comprehend complex laws and ordinances.

Ability to plan, assign, and supervise the work of subordinates.

Ability to secure necessary and pertinent information through interviews and varied investigative methods.

Ability to communicate clearly and effectively both orally and in writing to effectively project the department's message in a variety of circumstances, including staff meetings, meetings of government bodies, press conferences, assemblies of citizens, and teaching situations.

Ability to maintain effective working relationships with associates, co-workers, representatives of other organizations and with the general public.

Skill in the techniques required to perform the role of a certified police officer in the State of Nebraska including to qualify with firearms annually, complete necessary annual training/education, drive a vehicle defensively, effect a physical arrest through the subduing of violent and/or uncooperative persons.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in Criminal Justice, Law, Public or Business Administration, Sociology, or related field and eight years of overall experience in law enforcement, including three years as a Police Sergeant with the Lincoln Police Department; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Possession of a law enforcement certification including any specialized training required for the position.