



Title: Police Lieutenant

FLSA Status: Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to oversee the activities of Police Department divisions. This is accomplished by planning and overseeing daily operations, programs, and services, developing and implementing policies and procedures, managing personnel, equipment, and budgets, and providing law enforcement services to citizens. Reliable and regular attendance is a necessary component of the job/position.

REPORTS TO:

This position reports to the Police Chief.

SUPERVISES:

This position supervises the Police Sergeants, the Police Investigators and Police Clerks. This position also supervises the Police Department in the Police Chief's absence.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Manages division personnel by ensuring compliance with policies, procedure, and local, state, and federal regulations; recommending and implementing changes to policies and procedures; overseeing the recruitment and disciplinary processes; delegating and monitoring work assignments; coordinating and conducting personnel training; approving leave requests; reviewing reports created by personnel; and resolving complaints.	50%
2	L	Establishes working relationships with other law enforcement and public service agencies by coordinating the delivery of services and use of resources and responding to inquiries, complaints, and requests for information.	25%



3	L	Provides administrative support by overseeing division budgets and equipment; reviewing expenditures; maintaining inventory of all resources; ensuring maintenance of uniforms, equipment, weapons, and vehicles; and purchasing supplies and equipment.	15%
4	M	Coordinates emergency management by supporting the Mayor and City Manager; acting as the liaison with the Governor's division of emergency management; developing contingency plans in case of emergency; providing testing and maintenance of outdoor warning systems; and providing a plan for response to all disasters and severe weather events.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent preferred.
Experience	Over five years up to and including seven years.
Supervision	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives Administrative Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division. May recommend budget allocations.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above.



	However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Peace Officer Certification, Advance TCLEOSE Certification, Valid Texas Driver's License

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	making presentations, communicating with co-workers, observing work site, observing work duties
Sitting	F	desk work, meetings, driving
Walking	C	to other departments/offices/office equipment, around work site
Lifting	O	files, equipment
Carrying	O	files, supplies, equipment
Pushing/Pulling	O	file drawers, equipment
Reaching	F	for supplies, for files
Handling	F	paperwork
Fine Dexterity	F	computer keyboard
Kneeling	R	filing in lower drawers
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	O	filing in lower drawers
Twisting	O	from computer to telephone, getting inside vehicle

City of Hondo, TX



Climbing	R	Stairs
Balancing	O	on equipment
Vision	C	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	F	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Firearms, camera, telephone, copier, vehicle, fax, calculator, computer, and associated hardware and software

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-------------------	-----------------	-------------------	-------------	------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
------------	-----------------------------	------------------------------	-----------------	------------

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	O
Physical Danger or Abuse	F
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	M
Physical Hazards	W

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Bullet proof vest, protective gloves, safety glasses, latex gloves, chemical suit, gas masks, baton, weapon, reflective vest and boots

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
--	--	--	----------------------------

-Description of Non-Physical Demands-		-Frequency-
Time Pressure		F
Emergency Situation		F
Frequent Change of Tasks		O
Irregular Work Schedule/Overtime		O
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		N

City of Hondo, TX



Noisy/Distracting Environment		F
Other (see 2 below)		N
(2) N/A		

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

City of Hondo, TX

