



Job Vacancy

Class Title:	Police Lieutenant
Salary:	\$30.23 - \$45.35 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

PURPOSE

The purpose of this classification is to supervise all law enforcement operations and personnel on a shift at an assigned precinct or to serve in a comparable supervisory role over a special unit or operation.

ESSENTIAL FUNCTIONS

Supervises, directs, and evaluates assigned staff develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Responds, supervises, and manages personnel and resources during any critical type of incident until the incident is completed or until relieved by the appropriate incident commander.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Investigates complaints against unit personnel conducts investigations of officers resulting from complaints or allegations of misconduct; and researches, administers, and documents counseling resulting from officer misconduct.

Reviews/corrects reports and documentation completed by assigned staff ensures completion of all necessary reports; approves content of accident/incident reports; and reviews/approves time sheets.

Performs other department administrative functions implements and updates policies and procedures; responds to division correspondence; disseminates information regarding new laws and legislation; and prepares, reviews, and submits purchase orders.

Ensures the enforcement of all applicable codes, ordinances, laws, and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.

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Supervises the detection and deterrence of criminal activity supervises patrolling of designated areas; supervises response to calls relayed by dispatchers; supervises the issuing of citations; supervises the apprehension, arrest and processing of criminals, fugitives, and offenders as appropriate; and provides assistance and backup support to other officers and agencies as necessary.

Supervises the conducting of investigations supervises the interviewing of victims, complainants and witnesses and taking of statements; supervises the gathering of information and evidence; supervises the securing of crime scenes; supervises the preparation of investigative reports and sketches; participates in court activities; and testifies in judicial proceedings.

Supervises the performance of rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging, or carrying people away from dangerous situations, securing/evacuating people from areas, administering medical aid, or extinguishing small fires.

Supervises the performance of other duties including monitoring and responding to calls for assistance, investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, impacting arrests, and processing and transporting prisoners.

May perform command functions at major accidents, emergencies, and disasters assesses and contains scene; assigns personnel; delegates responsibilities; and coordinates with other divisions or agencies.

May be assigned to specialized unit or division, such as robbery, homicide, narcotics, special victims, K9, missing persons, homeland security, executive protection, etc.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; and inspects and maintains assigned police vehicle, uniform, weapons, and equipment.

Creates/maintains positive public relations with the public: and provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.

Communicates via telephone and/or two-way radio: and communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED required; supplemented by three years of continuous service as a sergeant.

PHYSICAL DEMANDS

The work is typically performed with the employee intermittently sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, use

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equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT

The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.