City of Chesapeake	Class Title: Police Lieutenant

Job Class Code: 7130	FLSA Status: Partially Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise law enforcement officers and oversee major functional areas of the department. The class is responsible for functional area supervision, oversight of law enforcement activities, policy, procedures, budgets, and other administrative or operational processes. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. This job classification provides service to the community on a 24 hour basis during all hours of the day and night. In order to accommodate this 24 hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

TYPICAL TASKS

- Supervises law enforcement officers, clerical staff, or others including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination as appropriate; conducts shift meetings or briefings.

- Assists superiors with goals and objectives, planning, policy and procedures development, assignments, and schedules; acts for superiors in their absence.

- Oversees specialized functions such as traffic, SWAT team, community policing, uniform patrol, administrative support, training, or other by developing policy and procedures, overseeing and directing activities, maintaining records, and preparing reports.

- Oversees responses to calls for police service involving crimes or other incidents; responds to serious incidents as necessary; conducts follow-up investigations of crimes and other incidents as required; assists with case preparation and makes court appearances as necessary.

- Provides information and/or assistance to the public, informing citizens of services in the community, or providing referrals to other city, county, or state agencies; may conduct public information programs; responds to citizen complaints; oversees issuance of civil or legal documents.

- Attends or conducts staff or unit meetings to exchange information; attends, and schedules others to attend, in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills; serves on professional and technical committees and boards.

- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.

Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, crime victims, and the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in law enforcement, police science, or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience. This experience must include a minimum of two years of uninterrupted service with the City of Chesapeake in the role of Sergeant.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Special skills or equipment certification will be required.
Special Requirements	This job classification provides service to the community on a 24-hour basis. In order to accommodate the 24-hour service, this job classification is required to work rotating schedules, which include working weekends and holidays, and may involve work in excess of regularly scheduled hours when required by operational necessity. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/24/2020