



## JOB DESCRIPTION

**Job Title:** Lieutenant

**Pay Grade:**

**Hourly Min.- Max:**

**Annual Min.- MAX:**

**Effective Date:**

**FLSA Status: Exempt**

**General Description:** The purpose of this classification is to supervise and manage the operations of an assigned division of the Police Department to preserve peace; to protect lives, property, and rights of the public; and to enforce statutory laws and ordinances. Specific duties will vary although primary function is a Division Commander for Uniform Patrol or Support Services.

### **Primary Duties:**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing/reviewing employee performance appraisals; schedules, assigns work of subordinates, makes staffing decisions, and authorizes overtime to ensure adequate coverage at all times; ensures proper allocation of personnel and other resources.
- Supervises and manages the activities of a division, which may be comprised of several units, within the Police Department; establishes goals and objectives for division and staff; evaluates division services to determine proficiency level and identify areas requiring improvement; formulates and executes action plans to correct deficiencies; develops and implements work methods and practices, policies, and standard operating procedures for division; assumes responsibility for leadership, motivation, and morale of subordinates; provides assistance and support to subordinates as needed.
- Serves as the liaison between the division and upper management; ensures effective flow of communications between supervisors, co-workers, and subordinates; keeps the Chief informed of divisional activities, including the status of major cases, progress towards objectives, problems and critical incidents, and complaints; adheres to all reporting requirements.
- Oversees daily activities of division either personally or through subordinate supervisors; coordinates and delegates investigations, patrols, special assignments, or other division tasks; schedules and conducts shift meetings and inspections; monitors radio transmissions to ensure all calls are answered; responds to calls of a serious nature and to scenes of subordinates' calls to answer questions, authorize actions, take

control of situation, monitor officers' performance, and serve as a back-up unit.

- Evaluates equipment needs for the division based on crime patterns, calls for services, equipment serviceability, and daily equipment inventory reports; reviews and approves requisitions for recommended equipment, uniforms, materials and supplies; ensures optimal deployment and accountability for physical resources; oversees maintenance and issuance of equipment.
- Assists with planning and coordination of training; schedules in-service training for subordinates; presents training sessions on topics falling within divisional responsibilities or knowledge and expertise of the individual.
- Assists with long-range planning, annual budget preparation, capital outlay requests, and grant applications for the department; participates in the development and implementation of special programs and projects; monitors division expenditures for compliance with adopted budget; may administer federal grants.
- Collects and compiles data pertaining to division operations and staff activities; identifies patterns and developing trends in criminal activity and problem areas within the community; develops and implements strategy to manage same; reviews and analyzes action plan; reviews various crime statistics and prepares administrative reports.
- Conducts, monitors, and/or oversees details and progress of investigations into criminal activity and crime scene activity as applicable to assigned division; assists officers with complex situations or cases; documents case information and prepares case files to assist with prosecution of major cases; appears in court to present evidence and testimony on cases being prosecuted.
- Conducts, participates in, and/or cooperates with internal investigations regarding complaints against subordinates; recommends disciplinary action as appropriate.
- Cooperates with and serves as liaison to federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.
- Establishes and maintains positive public relations; responds to questions, complaints, and requests for information; attends and addresses neighborhood groups, schools, civic organizations, and churches; assists with community activities, programs, and crime prevention; attends official functions, council, and community meetings; civic groups, schools, and churches; serves on special panels, boards, and/or committees as assigned.
- Reviews documents processed by subordinates to ensure accuracy; reviews previously assigned cases with officers; discusses errors and recommends method for corrective action; provides technical assistance as needed.
- Enforces all city and state codes, ordinances, laws and regulations in order to protect life and property and to prevent crime and promote security; ensures safety of officers.
- Maintains comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends supervisory meetings, seminars, workshops, and training sessions as appropriate.
- Completes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; prepares and maintains files and administrative



records.

### **Education and Experience:**

- Successfully completed a minimum of sixty (60) semester hours, or an associate degree from an accredited institution.
- Five (5) years' experience at a rank equivalent to or higher than a Police Sergeant combined with the completion of at least one specialized course in advanced police supervision equivalent to Middle Management or Florida Leadership Academy may be substituted for the credit hour/degree requirement).
- Five (5) years' experience as a certified sworn officer.
- Special courses in advanced police supervision such as Middle Management, Middle command or command leadership or Florida Leadership Academy is preferred.

### **Licenses, Certification, and/or Registrations:**

- Florida Law Enforcement Certification
- Possession of a valid Florida driver license.
- Required to be certified in NCIC/FCIC.

**Essential Physical Functions:** The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects.

Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palms.
- **Handling:** Picking, holding, or otherwise working primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward and outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing and exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Shouting in order to be heard above ambient noise level.
- **Visual Acuity:** Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and /or extensive reading. Including color, depth perception, and field vision. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities and/or structures. Visual acuity to operate motor vehicles, fire vehicles and apparatus. Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

## **WORK ENVIRONMENT**

- Primarily work inside an office environment.
- May work outside in various weather conditions.
- May involve quickly entering or exiting law enforcement patrol vehicles; lifting, carrying or dragging heavy objects; climbing over and pulling oneself up over obstacles; jumping down from elevated surfaces; climbing through openings; jumping obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Can be exposed to hazardous and stressful situations.

## **HOURS WORKED**

Monday through Friday 8:00 am to 4:30 pm in the office unless duties require you to be

away from assigned work station. May report to work early or work passed established hours of work. Occasionally works outside during emergencies or at crime scenes. Annual hours are approximately 2080 hours or more.

**Acknowledgement** (original to personnel file, and copy to the employee)

I have read and understand this job description. I am qualified to perform this job, with or without reasonable accommodations.

Employee Name (Print)

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Supervisor Signature

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Human Resources

\_\_\_\_\_

Date \_\_\_\_\_

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