

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Police Lieutenant	<b>Job Code:</b> 4213
<b>Date:</b> August 4, 2021	<b>EEOC Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (C)

**DEFINITION:** This is professional administration work with responsibility to plan, organize, and command the activities of an assigned department program or a complete Patrol shift.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a Police Captain or the Police Chief and perform all assigned duties under general direction. This work is distinguished from that of lower-ranking Police Officers by the broader command responsibilities over major department programs within a division or of a complete Patrol shift.

**ESSENTIAL DUTIES:** Oversee and command activities, personnel, and strategies of an assigned bureau, program, or Patrol shift; analyze daily operations and activities of an assigned area to identify and resolve issues of inefficiency and operational concerns; plan, organize, and implement programs specific to assigned area; assess and meet the needs of assigned area through organization of forces, workforce deployment, and equipment use; coordinate functions with other police operations; develop, implement, and review operational policies, procedures, and standards; remain current with Federal, State, and local statutes and codes; inform Police Chief and/or a Captain on all matters requiring attention; may be assigned special programs such as community relations, hostage negotiations, VIP services, training, internal investigations, intelligence, warrants, youth services, and others; prepare and submit a timely program budget and monitor and approve purchase orders and expenditures; assist in procurement of new equipment including researching technological advancements.

Perform these Watch Commander duties: supervise patrol and officer shift activities; delegate shift assignments including scheduling and deploying officers for regular shifts, community events, and emergency situations; brief employees prior to deployment; command activities at incident scenes; determine need for backup or special crews; coordinate workforce with other agencies; conduct investigations; locate, identify, and preserve evidence; conduct interviews; testify in court and at hearings; make arrests; ensure thorough and proper follow-up investigations; represent the division, department, and the City on various boards, teams, groups, and committees; attend various meetings and make presentations to City Council, City Administration, and other groups; respond to requests from the public, media, and other interested parties; perform the duties of lower-ranking officers as needed.

Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow; oversee training and readiness of assigned staff; counsel officers on methods of action; ensure proper documentation of staff activities; review various work records and staff reports; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; make staffing decisions including recommendations on the hiring and firing of personnel; administer discipline and rewards as needed; mediate disputes; coach subordinates in application of policy; perform other related duties as required

**MINIMUM REQUIREMENTS:** One year of experience at the level of a Police Sergeant. Must be a United States citizen or a lawful permanent resident of the United States who has been in the United States legally for 5 years and has legal authorization to work in the United States.

**License(s)/Certificate(s):** A valid, lawful Driver License is required. Law Enforcement Officer Certificate by Utah State Peace Officer Standards and Training (POST) required.

**SELECTION FACTORS:** *Knowledge of:* related Federal, State, and jurisdictional ordinances, laws, codes, rules, and regulations governing functions of the position; all areas of law enforcement at the local level; the principles and practices of municipal government; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process; the operations, functions, and terminology common to the work. *Skill in:* dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering detail; the use of firearms; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; conducting confidential investigations and in handling sensitive issues; practicing trust-building behaviors. *Ability to:* act ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; recognize potential and actual dangers and determine proper courses of action; conduct criminal investigations and conduct interviews to gather information; plan, organize, and direct major staff functions and operations; develop, administer, and submit a program budget; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in assigned area; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of customer service.

**TOOLS AND EQUIPMENT USED:** Computer, basic office machines/equipment, motorized vehicle, basic software and word processing programs, various law enforcement-specific software programs, police radio, handcuffs, baton, bullet-proof vest, flashlight, firearms, Taser, audio and video recording devices, telephone.

**PHYSICAL DEMANDS:** Requires physical strength and agility. Must be proficient in arrest control procedures, firearms qualification, baton training qualification, and emergency vehicle handling. Requires long hours without sleep during some incidents.

**ENVIRONMENTAL FACTORS:** Requires exposure to adverse weather conditions, hazardous materials, life-threatening situations, and highly stressful and psychologically traumatic circumstances. *RESIDENCY:* Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a 20-minute response time, unless otherwise approved by the Police Chief.

  
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 Department Director

8-3-21  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

8-4-21  
 \_\_\_\_\_  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.