

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Law Enforcement Lieutenant
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under direction of a Law Enforcement Captain, performs responsible supervisory police work involving the supervision and training of assigned police sergeants and the performance of regularly assigned duties, either in the field or at police headquarters. The employee is responsible for overseeing and ensuring the efficiency of day-to-day operational aspects of the assigned shift. Objective is to ensure the general welfare and safety of the lives and property of all citizens. Employee works with independence in the performance of regularly assigned duties, however, employee may confer with a superior officer in unusual or highly sensitive police matters.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Prepares squads for deployment each day. This includes preparing lineups, handling all scheduling training requests, disseminating BOLO's and addressing quality of life and web based complaints

Review administrative paperwork which includes: evaluations, nominations for award, fleeing vehicle critiques, use of force reports, employee injury paperwork, city property damage reports, exposure paperwork. Ensures that this paperwork is properly disseminated.

Manage and maintain overall command of the assigned shift ensuring all policies and procedures are being adhered to.

Respond to and oversee calls for service that are; part 1 felonies, sensitive in nature, or any other call where the shift lieutenant's presence is requested/required. Keep the chain of command briefed when necessary, or disseminate copies of relevant incidents.

Observe and critique the performance of shift Sergeants, providing feedback through oral communications and via their evaluation.

Manage programs related to established goals and objectives. These programs include, but are not limited to; the CIT program, the Graffiti Tracking program, the Lights Out Project, Light Force and Citizen's Police Academy.

Conduct administrative review of complaints and respond to all requests to meet with or speak to a supervisor.

Manage patrol aspects of the Field Training Program. This includes reviewing training reports.

Attending community meetings/events such as Slice of the Springs and other community association meetings, etc.

Law Enforcement Lieutenant

Organizes and assigns work to Law Enforcement Sergeants at the operational level; participates in interviewing process of new employees; assists in formulation of training procedures and performs in-service training of officers; explains and interprets general and special rules and regulations; enforces departmental rules, policies and regulations; makes recommendations on disciplinary matters.

Evaluates and responds to police, fire and emergency calls and controls operations at emergency scene in the absence of a superior officer; monitors work of Sergeants and ensures that orders are carried out.

Performs public relations functions between the Police Department, public community, various civic agencies, and other local police departments; promotes crime prevention through public awareness efforts; solicits cooperation of citizens to report crime and illegal activity; administers public speeches for crime prevention to local organizations and civic groups.

Researches, prepares and submits detailed technical reports to submit to a Law Enforcement Captain.

Inspects appearance of officers; inspects police headquarters and police equipment for safety and cleanliness; ensures accessibility and readiness of all departmental equipment.

Performs Law Enforcement Officer duties as necessary, e.g., patrols assigned area on foot or by vehicle; responds to and assists emergency calls; answers escalated citizen complaints and/or general inquiries.

Assists with the coordination of natural disaster preparedness and emergency response.

Attends training sessions and seminars as directed; assists with the training of new officers.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associates Degree in Criminal Justice, Law Enforcement or related field; supplemented by eight to ten years progressively responsible experience in law enforcement; or an equivalent combination of education, training, and experience. Must possess Certification as a sworn Police Officer in the State of Florida, and possess and maintain a valid Florida Driver's License.

Knowledge, Skills, & Abilities –

Advanced knowledge of current principles and practices of police work, governing laws, ordinances, policies and procedures.

Advanced knowledge of City Policies, State Statutes, City Ordinances and the FOP Contracts

Above average knowledge to effectively communicate for the purposes of informing, directing, and training.

Demonstrated ability to effectively analyze situations and authorize/perform appropriate response.

Demonstrated technical proficiency in all technical applications relative to police work.

Applied knowledge of the physical and social characteristics of the area, and of criminal law, with particular reference to apprehension, arrests and admissibility to evidence.

Ability to understand, follow, assign and supervise written and oral instructions.

Law Enforcement Lieutenant

Ability to clearly communicate information both verbally and in writing.

Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with subordinates, departmental staff, supervisors and the general public.

Skill in operating an automatic and standard transmission vehicle.

Skill in safe First Aid methods, procedures and practices.

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

PHYSICAL REQUIREMENTS:

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking. Non-routine/limited Emergency tasks involve the performance of physically demanding work, which may involve some combination of running, climbing or jumping, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Other work requires diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.