



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Police Lieutenant	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Police Captain/Deputy Police Chief	GRADE/RANK: 18 FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs protective service work involving a variety of general and support police assignments. Position acts as shift or unit commander. Positions may be rotated within the department supporting all areas of public safety, investigation and crime prevention.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, organizes and directs the activities of a shift or unit;
- Instructs subordinate officers as to work assignments;
- Reviews and analyzes police reports;
- Prepares reports on department and shift/unit activities;
- Assists with training and briefing of subordinate personnel;
- Directs, reviews, and coordinates the work of assigned personnel;
- Evaluates the performance of subordinates;
- Receives and evaluates reports of emergencies, determining the need for police action;
- Prepares schedules for shift/unit personnel as required;
- Relieves superior officers in their absence;
- Ensures the maintenance of assigned vehicles and assigned equipment;

- Makes educational and crime prevention presentations to community groups, schools etc. and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess thorough knowledge of department's rules and regulations, approved principles, practices and procedures regarding police operations, applicable federal and state laws and statutes and local ordinances as well as the City's geography, including the locations of significant buildings. Must have the ability to assign, direct and supervise the work of subordinate officers and civilians, be able to understand and carry out oral and written instructions. Must be able to prepare comprehensive reports as required, deal courteously, firmly and tactfully with the public and be able to analyze situations to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances. Must a skills in use of firearms and operation of motor vehicles under emergency conditions and be able to supervise the activities of subordinate staff and to plan and direct their work.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High school diploma or equivalent amount of training and experience. Certification as police officer by Department of Criminal Justice Services. Five years of experience as a police officer, including a minimum of one year with the Staunton Police Department and possession of at least two skill areas, each requiring a minimum of 24 hours of training beyond the basic academy, and an Associate degree in police science, criminal justice, or related area or an equivalent amount of training and work experience.

SPECIAL REQUIREMENTS:

Position works shift work including nights, weekends and holidays. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Must meet and maintain all department and State training requirement for the position and possess a valid driver's license with good driving record and complete a satisfactory criminal background check.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work requires exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move object. Work requires considerable physical activity including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine

distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, and hazards. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Worker is required to wear safety protection; the worker may be exposed to bloodborne and airborne pathogens and may be required to wear specialized personal protective equipment.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position acts as shift or unit commander of patrol shift, investigations unit, support services unit, or crime prevention unit, depending on assignment.

EXAMPLES OF EXPECTED DECISION MAKING:

Makes decisions on the appropriate laws and regulations to apply in each situation; appropriate use of force in dealing with individuals; when to call for assistance of other police, fire and EMS personnel; assignment of staff on shift.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Police Lieutenant will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019