

City and Borough Sitka, Alaska

Class Specification

Class Title	Police Lieutenant - Services
Class Code Number	8081
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	32
Effective Date	September 2010

General Statement of Duties

Enforces the criminal and traffic laws, regulations and ordinances of the State of Alaska and the City and Borough of Sitka in order to preserve and protect life, health and property in the City, and to provide supervision and leadership to the division to accomplish those goals.

Plans, organizes, implements and supervises the Services Section of the Police Department. The Services Section includes the Animal Control Office, the Multi Services Officer, five Jail Officers, and the Dispatch. When the Police Chief is not available, the Services/Operations Lieutenant is responsible for all functions of the Police Chief.

Supervision

- The Services Lieutenant reports to the Chief of Police. They regularly supervise the Services Section, which includes the Animal Control Office, the Multi Services Officer, the Jail Officers, and Dispatch.
- This class is distinguished from Police Sergeant in that the Sergeant may have supervisory responsibilities and limited administrative functions, their primary responsibility is limited to activities within one unit.
- The Services Lieutenant is responsible for the direct day-to-day operations operations/supervision of the Jail Facility the Jail Officers, the Dispatch Records Supervisor, the Animal Control Officer, and the Multi Services Officer. The Services Lieutenant must perform these duties in a manner that reflects positively on the city and the department as well as maintaining a level of professional expertise and image that promotes the efficient use of the resources available to the department.
- The Services Lieutenant may for a limited time be responsible for the supervision of the Operations Division, which is responsible for the efficient delivery of quality law enforcement services in the field. The Services Lieutenant must perform these duties in

a manner that reflects positively on the city and the department, as well as maintaining a level of professional expertise and image that promotes the efficient use of the resources available to the department.

- The Services Lieutenant may act as Chief of Police in the Chief's absence.

Specific Duties

- Supervises the Services Section and property resources of the Animal Control Officer, Animal Shelter, Jail Facility, Jail Officers, Multi Services Officer, Dispatch Records Supervisor, Dispatch Center, and the equipment necessary for these personnel to perform their duties.
- Ensures the performance of all duties and responsibilities and evaluates the personnel assigned and takes appropriate action to improve performance.
- Assists the Chief of Police to establish goals, policies and procedures of the department.
- In the absence of the Chief, performs all duties and responsibilities of the Police Chief.
- May supervise the maintenance and operation of the police facility as well as the operations and programs of the police computer system.
- Oversees the department vehicle fleet including maintenance as well as purchase of replacement and new vehicles and ensures all vehicle documents and records are current and in order.

Typical Responsibilities

- Drafts and presents department procedural updates.
- Assist in assessment and planning for Department training needs; prepare written plans and recommendations based on findings. Implement program under the direction of the Police Chief. Monitor department-wide training, assuring mandated training needs are defined and met. Evaluate and recommend new training needs and opportunities.
- Identify, evaluate, propose, and administer law grants; as directed, draft grant applications and submit to Chief of Police for final presentation; work with other City Departments to draft contract proposals and review current contracts for revision as needed; prepares revisions.
- Direct the day-to-day activities of assigned units/personnel. Inform Police Chief of major issues; as directed offer recommendations; assist with resolution of issues and carry out directives.

- Review police reports and maintain current knowledge of the facts, status and disposition of major cases; advise the Police Chief of problems, significant developments in major cases, and potential politically sensitive issues.
- Develop and assign work schedules for personnel and maintain adequate 24/7 staffing.
- Participate in researching and preparing budget, maintaining records related to budget; creating parameters for overtime use, and other financial assets of unit operations.
- Assist in the management of the Department of Corrections Community Jails contract.
- Formulate and develop rules, regulations, and policies; implement procedural changes and new programs as appropriate.
- Supervise, counsel, and evaluate the performance of assigned staff, assess training needs and investigate complaints against personnel; as appropriate, resolve grievances and take disciplinary action.
- Attend meetings and represent the department at civic events; communicate in accordance with established guidelines with media representatives regarding news releases.
- Operate a variety of police vehicles, weapons, and other equipment commonly used in demonstrations, investigations, and field operations.
- Respond to emergency situations and crime scenes involving personnel and assume command until relieved by a superior officers.
- Work with other City Departments to develop, draft, and submit for final approval various contracts, bids, and grants relevant to efficient department-wide operations.
- Perform other related duties as needed.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of professional law enforcement, including investigation, identification, patrol operations and deployment, traffic enforcement, records management, report preparation, rules of search seizure and laws of arrest, crime scene preservation and processing, surveillance, intelligence, court procedures, community/public relations, media relations, community policing/problem solving, and crime prevention, requirements for effective prosecution of criminal cases, and custody of persons and property.
- Principles and practice of supervision; thorough knowledge of: the broad range of modern law enforcement methods and procedures; State and municipal criminal and traffic laws, regulations and ordinances; Federal and State laws regarding custody, interrogations, search and seizure, and other procedural aspects; applicable case law, such as court decisions pertaining to search, seizure, and arrest; departmental policies and procedures, guidelines, and chain of command; basic investigative techniques; detection and identification of controlled substances and their effects; correct and safe

operation of various types of firearms and other police equipment; use of defensive tactics; court procedures and rules of evidence; report-writing techniques; case preparation techniques and information; basic problem-solving techniques and methodology; social, racial, and cultural makeup and geographical layout of the community.

- Use resourcefulness and sound judgment in emergencies; plan and supervise the work of subordinates; coach and counsel subordinates; write clearly, accurately, concisely, legibly and with correct English grammatical construction and spelling; add, subtract, multiply and divide whole numbers; observe, assimilate, remember and recall pertinent facts and details; apply selected knowledge, i.e. laws, statutes, court decisions, department policies, criminal investigation theories, in collecting, organizing and analyzing a variety of information in order to decide on appropriate and reasonable course of action; function as a member of law enforcement team; speak English in an understandable voice both in person and in radio conversations; exercise authority in activities which might involve hostility and resistance; provide extraordinary service to the public, citizens, and other City employees.
- Knowledge of the principles and practices of police/law enforcement administration and management, program planning and development.
- Knowledge of the principles and practices of employee supervision including employee development, training, performance evaluation and progressive discipline.
- Knowledge of the equipment and technology used in policing including weapons, communications equipment, computers, and vehicles.
- Skill in leading and motivating subordinates.
- Skill in working effectively and constructively with the media.
- Skill in establishing and maintaining effective working relationships with federal, state, and local law enforcement and regulatory agencies, city officials, and the public.
- Skill in reviewing and evaluating the work of subordinate staff to ensure that operation standards of the Department are met.
- Skill in preparing detailed reports documenting the facts and actions regarding criminal and civil incidents.
- Skill in conducting investigations of criminal activities, allegations of administrative, and employee misconduct.
- Skill in evaluating operations and programs to determine if they meet the community needs.
- Ability to develop and maintaining collaborative relationships with diverse groups of people.
- Ability to interpret and explain statutes, ordinances, regulations, and standards.

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- Ability to interpret and prepare narrative and statistical reports and records.
- Ability to communicate effectively.
- Ability to analyze situations and direct an effective course of action.
- Ability to protect the lives, property and constitutional rights of citizens.
- Ability to prepare complicated work schedules to cover 24/7 shifts.
- Ability to write clear, complete, grammatically correct policy/procedure, rules and regulations for review by the Chief of Police.

Employment Standards

- The Services Lieutenant is required to be certified by the Alaska Police Standards Council as at the intermediate level as defined in 13AAC85.10 and two years full time paid experience at or above the rank of Police Sergeant in a municipal, county or state agency of comparable or greater size to Sitka.
- Graduation from the Federal Bureau of Investigation Academy, Southern Police Institute or equivalent training courses is desirable and preference will be given to applicants with this training.

Licenses

- A valid Alaska Driver's License is required at the time of hire and a good driving record for the past three (3) years.
- Any revocation or suspension of the driver's license or privilege by the State of Alaska, or other jurisdiction, or a record of several preventable motor vehicle collisions, or convictions for moving traffic violations which indicated the applicant may be detrimental to motor vehicle safety shall be grounds for disqualification.

Behavioral Requirements

The Services Lieutenant must be free from any physical, emotional or mental condition which would adversely affect their job performance. They must comply at all times with the Sitka Police Department's "Mission Statement", "Law Enforcement Code of Ethics", and "Law Enforcement Officer's Oath of Office". The Services Lieutenant must have no felony or misdemeanor convictions which would preclude him/her from carrying a gun and no history of criminal or improper conduct, poor employment or a poor military record, or poor driving record which may affect his/her suitability for law enforcement work. He/she must also have a responsible financial history and a pattern of respect and honesty in his/her dealings with individuals and organizations; good moral character; enforce laws regardless of personal ethics or feelings; comply with all City and department policies and procedures.

Essential Physical Requirements

- The Services Lieutenant may be involved in numerous physically demanding activities throughout the work shift. These may include pursuits of suspects in a police vehicle or on foot; physically subduing suspects, detaining, and arresting sometimes abusive/combative suspects; physically searching suspects, performing rescues by dragging or carrying victims; first aid procedures.
- They must be free from any conditions which would restrict their ability to safely perform the full range of Police officer duties

Probationary Period

The probationary period is an extension of the selection and examination process. A probationary employee may be terminated at any time, with or without cause, and without right of appeal.

- Persons currently employed by the City and Borough of Sitka as Police Sergeants are required to serve a twelve (12) month promotional probationary period before attaining regular status as a Police Lieutenant. If rejected during this probationary period, the employee may be reinstated to his/her previous lower ranking position.
- Lateral applicants are required to serve a twelve (12) month probationary period to acquire regular status as the Services Lieutenant. During this time, they must successfully complete the Police Department's field training program and, if necessary, instruction in Alaska criminal and procedural law at the Public Safety Academy. Failure to meet these standards will result in the employee's termination.