



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### **Police Lieutenant**

**Department: Police**  
**Date Established: 5/2014**

**Reports to: Police Captain**  
**Date Revised: 11/2021**

**Pay Grade: P65**  
**FLSA Status: Exempt**

#### **CLASSIFICATION SUMMARY**

The Police Lieutenant plans, supervises and reviews the activities of personnel assigned to a major functional division in the Pocatello Police Department that may include Patrol, Investigations or Support Services. The job includes supervision of sworn and civilian staff directly or through subordinate supervisors. The Lieutenant is a shift commander and is a member of the department's management team responsible for overseeing the daily operations of the assigned functional area. The job ensures that personnel have the necessary equipment, training, direction and policies to enforce the laws and protect the citizens of the community. Work is completed independently under the general guidance of a Police Captain, with latitude granted to the employee for independent judgment and initiative, but work is subject to stringent state, federal and local legal guidelines.

Duties include directing, supervising, evaluating, inspecting and coordinating the activities and employees of an assigned functional area. Work also includes scheduling employees to ensure staffing coverage for assigned shifts and providing employees with motivation and appropriate training to successfully perform their job duties and responsibilities. A Lieutenant may, at any time, perform the functions of a Sergeant and/or Police Officer or fill-in for an absent Captain, but the primary function is to supervise employees and perform administrative responsibilities. Assigned functional areas for a Lieutenant include:

Patrol Division – Manages and supervises daily operations of a patrol shift through subordinate Sergeants during normal and high risk situations to assure the safety and quality of life for the citizens of Pocatello. Ensures proper procedures are followed and serves as Incident Commander for critical incidents.

Investigations Division – Manages and supervises the proper and timely investigations of Felony crimes as well as the effective enforcement of criminal laws. Ensures the timely detection and response to the threats to public safety and ensure proper collection, storage and preservation of evidence for effective prosecution of cases.

Support Services Division – Manages and supervises employees involved in records, dispatch, code enforcement, training, licensing, public information and community services, including the drug prescription medicine take back program and School Resource Officers through subordinate Sergeants. This position serves as the department Public Information Officer and manages the command vehicle.

The job requires law enforcement experience, with knowledge of criminal and constitutional law, and experience supervising, evaluating and training personnel. Strong communication and supervisory skills are required. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

Most work is conducted in a general office environment; however a Lieutenant can be called upon at any time to be subject to the same working conditions as a Police Officer, including extreme outdoor weather conditions, strenuous activity, lifting or restraining another human being or other heavy object, and exposure to hazardous materials and/or life threatening situations. The nature of the job often requires on-call work after normal working hours, weekends and holidays as the business of the City necessitates. Lieutenants may rotate into various functional areas.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)**

Supervises the daily operations of an assigned functional area of the police department in Patrol, Investigations or Support Services. Plans and schedules work assignments; directly or indirectly supervises the work of sworn and/or civilian staff. Ensures that department's goals and objectives for the assigned area are communicated and carried-out. Coordinates assignments with other divisions and department staff.

Manages, plans, coordinates and monitors the training of personnel; assigns workload; ensures comprehensive, updated training in all aspects of police work; implements and enforces the laws, policies and methods of the department and city. Reviews and maintains documentation of performance, conducts performs reviews and makes recommendations to retain or relieve individuals based on performance.

Performs various administrative and staff duties; coordinates with the Captain on personnel and operations issues; reviews and recommends new or modified procedures, rules or regulations; assists with strategic planning related to the assigned functional area. Prepares management and administrative reports. Maintains and distributes department and division policies and procedures. Interprets and advises on policies, rules and regulations. Advises Captain on annual budget preparation by gathering and evaluating the needs of the assigned functional area. Takes citizen complaints and responds to public questions. Demonstrates continuous effort to improve operations and provide quality customer service and community relations. Demonstrates continuous effort to improve operations and provide quality customer service and community relations.

Represents the City and serves on various boards and committees. Makes presentations to governmental agencies, the media, community groups and a variety of civic organizations.

Serves as a Police Officer for the City of Pocatello to monitor calls for service and manage the response of police personnel. Assures calls are handled in a timely manner. Responds to and manages major incidents and assures the incident commander is performing to standards using the incident command structure and that the personnel and resources needed are ready and available. Serves as incident commander when needed.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Principles, practices, and objectives of leadership, supervision, evaluation, and training;
- Department functions, procedures, policies, goals, organization, general orders, and rules and regulations;
- Local, state, and federal laws as applicable to law enforcement;
- Methods, objectives, and procedures of law enforcement practices;
- Methods, objectives, and procedures of court proceedings;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard first aid administration;
- Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment;
- Community education and crime prevention techniques and objectives;

- Administrative methods and techniques, including planning, delegation, and program implementation and evaluation;
- Budget preparation and implementation;
- Operation of a personal computer and job-related software applications.

**Skill and Ability to:**

- Supervise, train, coordinate, and evaluate the work of others to ensure the quality and efficiency of work, the understanding of their responsibilities, and the resolution of their questions;
- Supervise and lead subordinates through instruction in the performance of their duties;
- Work independently as well as in teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Demonstrate proficiency in the use and care of firearms;
- Demonstrate proficiency in the exercise of defensive tactics;
- Operate a motor vehicle and/or other vehicles associated with assignment;
- Operate a personal computer including program applications appropriate to assigned duties;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Prepare accurate and grammatically correct written reports;
- Maintain a moderate level of physical fitness to perform essential job functions;
- Keep immediate supervisor and designated others fully and accurately informed of work progress, including present and potential work problems, and suggestions for new or improved ways of addressing such problems;
- Uphold the Law Enforcement Code of Ethics at all times;
- Respond to citizen requests in a courteous and effective manner;
- Learn new aspects of police work depending on specialty assignment areas;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
- Follow verbal and written instructions;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- 32 college credit hours are required;
- Associate’s Degree is preferred;
- At least five (5) years law enforcement experience, three (3) of which must be as Sergeant with the Pocatello Police Department;
- Idaho Driver’s License is required;
- Idaho POST Advanced and Supervisor certifications are required;
- Additional certifications for specialized assignments may be required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

The employee is regularly required to walk, sit, bend, operate a vehicle, operate a computer keyboard, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require good physical abilities to conduct field work and perform the duties of a police officer as required. The employee must occasionally lift 25 pounds or more. The employee is required to supervise employees during the performance of critical incident functions which require employees to qualify to carry firearms and perform emergency lifesaving activities. The employee may be required to apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee may be confronted with dangerous and life-threatening situations. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.