



**POLICE LIEUTENANT**

*FLSA Status: Non-Exempt*

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Supervises activities within a division of the police department; has full responsibility for a police department shift, unit or section. The employee personally participates in the more difficult police and investigative problems and instructs subordinate officers in the methods to be followed. Supervision is exercised over the work of police sergeants, police officers, civilian employees, and animal services staff. The work is performed in accordance with departmental policies, procedures and general orders received from the Chief of Police.

Must be able to operate motor vehicle under normal and emergency conditions; must be able to physically subdue and restrain an individual; sitting for extended periods of time; requires extensive walking, standing, running and frequent heavy lifting and pushing; requires working in adverse weather; flexible shift hours; (to include nights) and stressful and sometimes life threatening conditions; must carry a firearm and qualify at least annually with the weapon; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and 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, 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, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Responding to emergency police situations; supervising police officers on a shift; driving or walking to observe illegal or suspicious activities; making arrests and maintaining law and order; providing assistance to the public.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Coordinates and schedules training for employees;

Plans, directs, coordinates, manages and supervises the activities and personnel of a shift, section, or unit of the Police Department;

Evaluates the work of Police Sergeants and other subordinates by personal observation in the field and through written and oral reports; provides technical assistance and guidance to officers;

Keeps Police Sergeants and other subordinate personnel informed of new laws, court decisions, Police Department policies and police problems;

Reviews and analyzes work and crime statistics to ensure efficient allocation of Police personnel;

Prepares and supervises the preparation of necessary records and reports relating to activities, and reviews reports prepared and submitted by subordinates;

Implements, coordinates and supervises special department programs;

Recommends and drafts policies/procedures for department and evaluates existing policies/procedures;

Assigns cases for investigation, and advises and assists investigators in handling cases;

Promotes good relations, cooperation and exchange of information with various County, City and State agencies, and other police departments;

Leads in law enforcement duties;

Conducts internal investigations on citizen complaints.;

Manages critical events such as hostage/barricade incidents; demonstrations, local emergencies/disasters; high profile visits, etc.;

Provides counseling and guidance to Police Sergeants on various tactical, operational, administrative and personnel matters;

Personally handles difficult problems that arise;

Directs roll calls and inspects officers and equipment;

Responds to radio dispatches and answers calls and complaints;

Issues citations for traffic violations and investigates traffic accidents;

Serves warrants and makes arrests, testifies in court;

Provides police escorts, directs traffic; performs residential and commercial checks;  
Prepares detailed reports on activities and assignments, incident and complaint reports;  
Investigates crimes; maintains investigative records and files; interviews victims and witnesses;  
May be assigned to patrol, investigation, community service, administration or other technical or special support operations;  
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;  
Must have a valid Virginia Drivers License;  
Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of police methods, practices and procedures; thorough knowledge of the geography of the County and location of important buildings; thorough knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surround hazards and circumstances; skill in the use of firearms and the operation of motor vehicles; ability to supervise the work of police officers.

**EDUCATION AND EXPERIENCE:**

College studies in police science, or related field, preferred; considerable experience in police work including a minimum of two years of experience as a Sergeant with the Prince George County Police Department.

**SPECIAL REQUIREMENTS:**

Certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services; ability to meet Department's physical standards.