



JOB DESCRIPTION

TITLE: Lieutenant
DEPARTMENT: Police
GRADE: P-3
FLSA: Non-Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 06/29/2021

POSITION SUMMARY

Under the general supervision of the Police Chief, the Lieutenant performs professional, administrative and managerial duties related to organizing, coordinating and implementing directives and policies as needed to control the day-to-day operations of the department; including patrol, investigations, support services, animal services, and crossing guards. These duties may place the employee's life or personal safety at risk. This position performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah or any of its political subdivisions, responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others and provides community protection.

ESSENTIAL FUNCTIONS:

- Assists Police Chief in department budget preparation by projecting anticipated purchases and projected costs related to personnel needs, training and technical equipment; monitors compliance with established budgets and fiscal guidelines; acts as department procurement officer, prepares bid specifications for various department purchases; searches funding alternatives and writes applications for grants; administers grant programs under the direction of the Police Chief; reviews and approves all purchase orders and requisition forms; orders equipment and supplies.
- Supervises patrol, investigations, support services, animal services, victim advocate, crime prevention specialist, crime analyst, communities that care and crossing guards. Coordinates with VECC.
- Assists Police Chief in personnel matters such as recruitment, selection, promotion, transfers and disciplinary actions; coordinate oral review boards; conducts performance evaluations on direct reports; oversees quality of overall department performance management functions.
- Monitors departmental compliance with established standard operating procedures; assists in the development and implementation of quality control guidelines; makes recommendations for changes in policies and procedures and implements changes upon approval; serves as department internal affairs investigator; processes and resolves all charges and allegations brought against department personnel.
- Oversees, performs or delegates the preparation of departmental duty roster and verifies that shifts have been properly filled.



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- Oversees in-house training curriculum to promote the enhancement of officer knowledge, skills and abilities; maintains records of training completed by personnel; oversees department FTO program for new hires; oversees traffic school for violators.
- Acts as media release officer; screens and reviews all police reports and communications to assure compliance with department policy, decisions and protocol; monitors general activities of the department to assure compliance with standard operating procedures; represent Police Department at public meetings as necessary; communicates city concerns and needs; delivers city position on issues affecting multiple jurisdictions; acts as a member of district school safety council; attends City Council meetings and other meetings as directed by the Police Chief.
- Responds to all major incidents; provides management oversight of major criminal investigations; assures timely delivery of case documents to city/county attorney or courts; conducts research; apprehends and arrests suspects.
- As needed and in the absence of the sergeant, exercises close supervision over patrol units and investigation personnel; monitors work in divisions such as daily incidents, arrests and bookings to ensure compliance with established procedures; review reports and booking records; provide back-up for patrol division as necessary; receives and investigates citizen complaints against police officers; supervise and participate in major criminal investigations as necessary.
- Represent Police Department at public meetings as necessary; communicates city concerns and needs; delivers city position on issues affecting multiple jurisdictions.
- May assume full responsibility of the Police Department in the absence of the Police Chief.
- Must be able to pass annual Police Department physical fitness test.
- Performs other duties as assigned and required.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in police science, criminology or related field is preferred.

Must be a P.O.S.T. certified Law Enforcement Officer (L.E.O.) and maintain certification.

Must have seven years of progressively responsible law enforcement experience, at least two of the years of experience as a Police Sergeant with Draper City.

Must possess a valid Utah Driver's License.

Must maintain firearm proficiency.

Must maintain physical fitness and be able to pass skills and fitness tests.

Must maintain P.O.S.T. certification by completing specialized training requirements (40 hours) each year.



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KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of Draper City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations. Some knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence. Ability to train new police officers to become effective and community orientated law enforcement officer.
2. Ability to train police sergeants to become effective supervisors and community orientated law enforcement officers.
3. Skill in the use of firearms, the operation of police vehicles and other specialized equipment; including breathalyzers, radar units, police batons, and restraining devices; basic CPR, First Aid and emergency response driving.
4. Ability to react effectively in emergency, life and death, and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain a effective working relationships with employees, other agencies and the public.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Must be able to pass annual Police Department physical fitness test. Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes, and travel conditions. Has the ability to travel throughout the City and to other locations. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Unique mental stresses associated with law enforcement demands may be present. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around crime scenes and/or emergency situations.



JOB DESCRIPTION

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.