

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>P612</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>7720</b>
<b>PG:</b>	<b>613</b>
<b>EEO:</b>	<b>2</b>

**CLASSIFICATION TITLE: POLICE LIEUTENANT**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise the certain shift operations of the Field Services Division, or other divisions of the Police Department, in order to preserve public peace, to protect lives, property and rights of the public, and to enforce statutory law and municipal ordinances.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff in unit, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; provides leadership, motivation and guidance to officers; responds to officers' complaints or problems; assists with career planning strategies.

Coordinates daily work activities of unit; organizes, prioritizes, and assigns work; develops work schedules, work assignments, and riding assignments; monitors status of work activities; consults with assigned staff, assists with problem situations, and provides technical expertise.

Interprets, explains, and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Assists shift commander with development of organizational goals, objectives, policies, and standards; establishes plans of action to promote achievement of organizational goals and objectives.

Coordinates unit activities and exchange of pertinent information with other units, departments, jurisdictions, or outside agencies.

Assists shift commander to manage budget for assigned unit; monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items; monitors expenditures to ensure compliance with approved budget.

Performs administrative functions; generates required reports; reviews various reports generated by staff within assigned unit; reviews/approves leave, overtime, and training requests; prepares employee performance evaluations, and reviews evaluations completed by supervisors within assigned unit.

Assists with general law enforcement functions as needed; monitors radio traffic and gives instructions over police radio; prevents/discovers commission of crime, issues citations, and makes arrests; performs rescue functions at accidents, emergencies, and disasters; maintains high visibility in the community.

Inspects police vehicles, uniforms, weapons, and equipment assigned to unit personnel; completes inspection forms and follows up on non-compliance of inspected items; assigns vehicles and equipment to officers; coordinates maintenance and repair work of vehicles and equipment.

**Assignment to Field Services Division Patrol Section may include the following additional duties:**

Supervises daily activities of a Patrol Section shift or unit; oversees administrative activities of unit; prepares and disseminates bulletins to unit personnel; provides assigned staff with specific instructions, details, maps, and contact information to carry out police services relating to special events; plans patrol response to critical incidents, special events, escorts, or other activities; establishes road checks; identifies special traffic enforcement areas.

While on duty, assumes command of major/critical incidents; responds to major calls relayed by dispatchers, including calls involving domestic disputes, abuse, rape, assaults, burglaries, thefts, fatalities, attempted suicide, abduction, lost/missing persons/searches, rescue operations, narcotic violations, traffic accidents, property damage, alarms, bomb threats, or other problem situations; assesses/evaluates incident scenes and determines necessary manpower allocation; requests additional units, equipment, emergency personnel, other departments, outside agencies, or others as needed; makes at-scene decisions and provides notification to higher authorities during high profile incidents.

Monitors police services and conducts needs assessments for future police services; conducts needs assessments for speed monitoring of subdivisions, business districts, and highways.

**Assignment to Field Services Division General or Special Investigations Sections functions may include the following additional duties:**

Supervises daily activities of the officers assigned to criminal investigations in conducting their investigations and preparing cases for prosecution; assigns caseload of investigations to detectives; provides advice, consultation, and expertise on complex/difficult cases; reviews investigations and casework conducted by detectives; formulates and implements strategic operations; assists in determining whether cases are ready for prosecution.

Oversees criminal investigations of assigned detectives and responds to dispatched calls involving narcotic, vice, homicide, rape, assault, abduction, missing persons, juvenile, child abuse/neglect, abuse of elderly, auto/property theft, burglary, robbery, gang activity, financial, fraud, forgery, or other crimes.

Responds to major crime scenes as needed and assumes control of scene until relieved by Shift Commander or other superior officer; determines nature/severity of incident; oversees activities involving securing of crime scenes, protection of integrity of evidence, and examination of crime scenes for clues, evidence, and fingerprints; conducts and records interviews of victims, witnesses, suspects, complainants, and other individuals; conveys information for broadcast to other units/agencies as appropriate.

Investigates narcotic/drug-related activities; coordinates undercover operations, stakeouts, and surveillance of suspected dealers, suspected criminal activities, high-crime areas, or other situations; oversees use of confidential informants and confidential funds for drug investigations; maintains financial records of confidential funds account and requests reimbursement of funds; plans and coordinates strategic operations leading to potential arrest of suspects.

Prepares case files for prosecution; reviews police reports, evidence, witness statements, crime lab reports, autopsy reports, and other documentation to determine whether sufficient evidence exists to substantiate an arrest; forwards case files/reports to district attorney and confers with district attorney regarding prosecution of cases.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including

day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, gang awareness, safety, and related issues; conducts departmental tours.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, laws, regulations, court cases, and relevant case law; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads case law updates and other professional literature; maintains professional affiliations; participates in physical fitness training and continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, performance appraisals, budget documents, purchase requisitions, policies, procedures, project status reports, policies, procedures, spreadsheets, charts, graphs, presentations, or other documents.

Receives various forms, reports, correspondence, time sheets, position control reports, budget reports, revenue/expenditure reports, purchases, invoices, work request status reports, work requests, project reports, web content, policies, procedures, diagrams, engineering drawings, programming manuals, technical support documentation, users' guides, on-line help resources, manuals, reference materials, trade publications, catalogs, directories, Internet resources, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates computers, police vehicles, firearms, gas/projectile launchers, mobile and portable radios, binoculars, chemical agents, handcuffs, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Must possess and maintain a valid Georgia Peace Officer Standards and Training (P.O.S.T.) Peace Officer Basic certification and a valid Georgia driver's license, have served two (2) years as a Sergeant with the City of Roswell Police Department.

## PERFORMANCE APTITUDES

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, disease, or rude/irate customers.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*