



CLASSIFICATION TITLE: Police Lieutenant	JOB NUMBER: 8000	AFFILIATION: Affiliated
REPORTS TO: Police Commander	PAY GRADE: N/A	FLSA STATUS: Exempt "At Will"

GENERAL SUMMARY

Performs difficult protective service work managing, supervising, and coordinating the activities of assigned programs, personnel, and work groups of assigned division or administrative function, and related work as apparent or assigned. Work is performed under the general direction of the Police Commander. Continuous supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Manages, supervises, motivates, and provides direction and guidance to assigned staff; coordinates staffing, operational activities, programs, functions, and services for an assigned unit or Division; delegates workflow and resources.
- Assists in the development of departmental policies, procedures, and programs; provides administration of personnel policies and labor agreements applicable to Division employees; prepares and maintains a variety of records and reports; produces documents including administrative studies and performance evaluations.
- Assists with the preparation and development of budget for assigned areas of responsibility; monitors expenses within budget; submits periodic budget updates,

reports to ensure fiscal responsibility and cost consciousness; prepares grant applications; conducts audits.

- Serves on committees or task forces to represent the Police Department by giving guidance, providing information and recommendations; acts as a liaison between divisions, units and other City departments to solve problems and assure smooth operations.
- Responds to major crime and accident scenes; assumes command of police activities.
- Establishes and maintains a line of communication with various community groups and organizations; receives and responds to public inquiries or complaints and resolves complaints and personnel matters to ensure effective public relations.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Modern law enforcement principals, procedures, techniques, and equipment.
- Modern methods of criminal investigation and identification.
- Rules of search, seizure, and laws of arrest.
- Crime scene preservation and processing.
- Legal definitions and terminology of major crimes.
- Recent legislation and court decisions affecting police work.
- Applicable Federal, State, County, and City laws and ordinances.
- Requirements for effective prosecution of criminal cases.
- Health and safety laws, regulations, and policies applicable to assigned tasks.
- Education and training related to industry standards, State requirements, and career development.
- Computer hardware and software, including office applications, SharePoint, records management systems, data entry, and web-based training resources.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Principles, practices, and procedures used in police work.
- Operations of specialized law enforcement equipment and vehicles.
- Police Department organization, policies, rules, and regulations.

Skills and abilities to:

- Learn, read, interpret, apply, and explain laws, codes, rules, regulations, policies and procedures.
- Supervise a police detail on an assigned shift and participate in police duties related to traffic, patrol, investigation, administration, and other police activities.
- Preserve and process crime scenes.
- Prepare narrative and statistical reports and records.
- Maintain current knowledge of the law and modern law enforcement techniques.
- Participate in specialized programs and assignments to enhance police protection and community relations.
- Provide expertise to the department and others in an assigned area of specialization.
- Analyze situations accurately and adopt an effective course of action.
- Train, supervise, and evaluate personnel, and assign and review the work of others.
- Protect the lives, property, and constitutional rights of citizens.
- Perform strenuous physical tasks such as running and subduing fleeing suspects, climbing fences, and lifting and carrying injured persons.
- Make decisions in critical situations.
- Use and care of firearms, accurately fire weapons, clear malfunctions, disassemble, clean, and inspect weapons.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, streamline work processes, and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Washington State Criminal Justice Training Commission (CJTC) Peace Officer Certification upon hire.
- Obtain Washington State CJTC Mid-Level Management Certification within one (1) year of hire.
- Valid driver's license.

EDUCATION AND EXPERIENCE

Associate's degree in criminal justice, police science, public administration, or related field, and three (3) years experience as a full-time commissioned peace officer, including two (2) years as a Sergeant, or equivalent combination of education and experience.

COMPETENCIES

Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Forster collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits

mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT



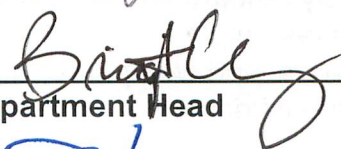
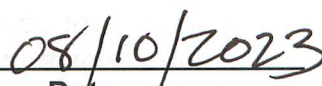
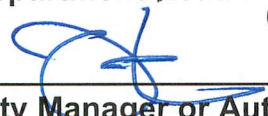
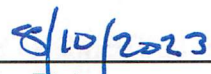
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please see chart below for further definition.

This work requires regular and punctual attendance at the office or other assigned locations; the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work frequently using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and frequently requires standing, walking, sitting, speaking or hearing, tasting or smelling and lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to bloodborne pathogens, working with explosives, and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

 _____ Human Resources Director	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date