

City of Americus, GA



Title: Police Lieutenant

Class Code: 2103

JOB DESCRIPTION

General Description

The purpose of this class within the organization is to assist in directing the daily operations of assigned shift or section.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises assigned personnel; ensures calls for service are answered in a timely manner and officers handle the situation morally, ethically, and legally; ensures proper protocols are followed.
- Reviews police reports to affirm that necessary and relevant information is present and determines if follow-up is necessary and ensures all procedures and policies are followed.
- Plans, oversees, and coordinates the daily activities of a shift and ensures adequate personnel coverage and equipment necessary to complete our tasks.
- Conducts investigations regarding complaints and alleged employee misconduct and reports findings; takes appropriate action regarding discipline when violations of policy are substantiated.
- Prepares and reviews employee appraisals to determine if employees are meeting the expectations and requirements mandated and to determine levels of performance of each employee and trainee.
- Attends court hearings as a witness regarding investigations and arrests; works with prosecuting attorney for trial preparation.
- Reviews use of force reports and videos for adherence to policy and procedures. Makes entry into database.
- Interacts with various members of the community through calls for service and community meetings to promote the community-oriented policing concept and other programs.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in law enforcement, criminal justice or closely related field; Requires six years of active law enforcement experience or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provide the requisite knowledge, skills and abilities for this job.

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Physical Demands:

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to violence.

Special Certifications and Licenses:

Requires POST certification.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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