

**CITY OF MAULDIN
JOB DESCRIPTION**

Title: Lieutenant
Department: Police
Division: As Assigned

Date: November 10, 2019
Status: Full-time
Exemption: Non-exempt

GENERAL PURPOSE

Performs a variety of complex law enforcement duties in the Field Operation Division and the Support Division of the Police Department and other law enforcement related activities.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Chief of Police.

SUPERVISION EXERCISED

Supervises Sergeants, Police Officers and support staff, including civilian personnel. May act for a higher rank in absence of same.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Carries out duties in compliance with and enforces the laws of the State, United States and the ordinances of the City.

Assists in attaining the department's objectives by direction and coordinating the activities of the patrol, investigative, and administrative personnel.

Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Functions as Executive officer to the Chief of Police in all operational matters as appropriate; acts as backup for all departmental public appearances in absence of Chief.

Attends executive level symposiums and training workshops to improve professional knowledge at highest management level.

Communicates with news media in a timely manner for news releases.

Plans, supervises, assigns and reviews the work of subordinates; communicates assignments effectively; evaluates job performance and makes staffing recommendations.

Handles serious or unusual situations; taking active charge; advise supervisors on deployment of personnel during emergency responses.

Coordinates and supervises the training, assignment, development of subordinate police officers; assists with the management of community mobilization and problem solving.

Assists in preparation and administration of the department budget.

Supervises and maintains contact with personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

Maintains contact with the general public, court officials, groups, committees, and other City officials in the performance of police activities, as assigned.

Ensures staff properly participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, interrogating witnesses and suspects, preparing cases for filing of charges, testifying in court, and related activities.

Works in uniform or plain clothes and various shifts in the performance of duties. Investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct, through crime scene/evidence analysis.

Maintains normal availability by radio or telephone for consultation on major emergencies or incidents of significance.

Prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fight drunkenness, missing children, prowlers, abuse of drugs, etc. Take appropriate law enforcement action locates identifies and process evidence of such violations.

Prepares a variety of reports and records including officer's daily log, reports of investigation, field interrogation report, bad check form, vehicle impoundment form, traffic hazard report, etc. Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's office regarding cases, policies and procedures.

Reviews, evaluates and develops programs, policies and procedures for various departmental operations, and the processing of evidence.

Analyzes and recommends improvements to equipment and facilities; maintains departmental equipment, supplies and facilities.

Maintain prompt and regular attendance.

Remains on 24-hour emergency call status.

May be required to report to the City's Emergency Communications Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Bachelor degree from an accredited college or university with major study in criminal justice, public administration, or a related field; and,
- b. Four years of progressive law enforcement experience at the rank of Corporal or above; and/or,
- c. An equivalent combination of education and experience may be considered; and,
- d. Completion of the south Carolina Basic Law Enforcement Academy and local Field Training.

Knowledge, Skills and Abilities:

- a. Considerable knowledge of: modern law enforcement principles, procedures, techniques, and equipment; ordinances governing local police work, thorough knowledge of the geography of the City or ability to learn the area, powers of observation and memory; demonstrated comprehension of C.O.P. as a management style.
- b. Thorough knowledge of investigative procedures and crime scene analysis.
- c. Skill in the use of firearms.
- d. Ability to: train and supervise subordinate personnel; perform work requiring good physical condition; communicate effectively orally and in writing, including following and giving verbal or written instructions; prepare clear comprehensive reports; establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; be courteous and firm with the public and exercise sound judgment in evaluating situations and in making decisions.

SPECIAL REQUIREMENTS

- a. At least 21 years of age.
- b. Valid South Carolina Driver's License.
- c. Ability to meet City's Physical standards as determined by the city physician.

TOOLS AND EQUIPMENT USED

Police car, police radio, RADAR, handgun and other similar weapons as required, handcuffs, ASP, ECD, first aid equipment, personal computer including work processing software, copier, fax, and other related tools and equipment.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 165 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in the use of firearms and the safe operation of motor vehicles.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quite in the office, and moderately noisy in the field; with the noise level being loud at the firing range or in a situation where firearms are being used.

SELECTION GUIDELINES

Formal application, review of education and experience; oral interview; background checks including criminal history, references, and credit checks; job related testing including psychological examination; basic skills, physical standards, drug testing; other job related tests as may be required.

The duties listed above are intended only as illustration 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.