

# Lieutenant

DEPT: Police  
DIV:  
DATE: July 2024

FLSA: Exempt  
EEOC: Officials/Admin



## POSITION SUMMARY

Performs a variety of **technical administrative and supervisory** tasks in the course of directing the day-to-day law enforcement operations of one or more of the department operations units, including patrol, investigations, domestic violence, animal control, emergency management, youth court, code enforcement, court security, school resource, internal affairs, safety, firearms/in-service training, drug awareness, task forces, K-9 program, warrants, technologies, administrative services, evidence and records management.

## SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Deputy Chief and Chief of Police. Assumes departmental responsibility in absence of Chief of Police and the Deputy Chief.

## SUPERVISION EXERCISED

Provides direct and general supervision and guidance to all subordinate supervisors, officers, and staff including patrol officers, animal control officers and crossing guards, volunteers, reserve officers, Field Training Officers, and support staff in assigned operations units.

## ESSENTIAL FUNCTIONS

**General Law Enforcement Performance Expectations:** Performs duties that put life and/or personal safety at risk; performs duties to actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

In the absence of the Police Chief and Deputy Chief, exercises supervision over lower ranking officers on a project-by-project or case-by-case basis; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift officers; reports any insubordination or misconduct. Supervises internal affairs investigations. Prepares office and patrol budgets.

Exercise direct supervision over patrol units, investigation personnel, bailiff and court security, school resource officers, animal control officers and code enforcement; 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 to patrol division as necessary; receives and investigates citizen complaints against police officers; supervise and participate in major criminal investigations as necessary.

May direct and supervise major investigations related to homicide, rape, hostage situations and other major felonies; directs or performs criminal investigations; assigns cases for investigation; monitors case progress and approves final disposition; develops and maintains intelligence information.

Conducts in-depth investigations of criminal activities; processes scene of crime; finds, identifies, marks and preserves evidence; questions witnesses and victims; prepares all necessary reports.

Receives briefing from mid-night shift and determines issues to be briefed to Chief and Deputy Chief. Performs duties as a field officer as needed to maintain adequate staffing and coverage for various shifts.

Performs related duties as required.

MINIMUM QUALIFICATIONS

## 1. Education and Experience:

- A. Graduation from college with a bachelor's degree in police science, or related field; plus, P.O.S.T. certification as a First Line Supervisor; \*Current enrollment may be considered with Chief's approval.

AND

- B. Eight (8) years of progressively responsible law enforcement experience as a municipal, county, or state officer; three (3) years of which must have been as a Sergeant;

## 2. Knowledge, Skills and Abilities:

**Thorough knowledge of** modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; NCIC, UCR/IBR codes and their proper application; methods of arrest; legal liabilities associated with arrest and law enforcement; practices and procedures for emergency vehicle operation; specialized equipment such as that needed to document field sobriety tests, radar/LIDAR, radio, camera, finger printing, evidence collection, etc. hazardous waste classifications and emergency procedures; principles of supervision; principles of law enforcement administration; investigative procedures and practices; court room procedures and laws of evidence.

**Skill in** the use of firearms, non-lethal weapons, police vehicle, emergency equipment, intoxilyzers, radar /LIDAR units, Taser, and restraining devices.

**Ability to** react effectively in emergency 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 effective working relationships with employees, other agencies and the public.

## 3. Special Qualifications:

Must possess a valid Utah State driver's license. Must possess Utah POST Certification as a LFO or SFO and maintain law enforcement certification by completing annual training requirements of POST and the department. Must maintain law enforcement certification by completing annual training requirements of POST and the department.

## 4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)