

CSC Adopted: October 2001 CSC Revised: May 2005
 CSC Revised: November 2006_CSC Revised: January 2008
 CSC Revised: August 2009

Class Title: Police Lieutenant

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supervises the sector or unit and assists in the supervision of the division. Performs personnel evaluations and disciplinary functions. Reviews and disseminates information. Oversees adherence to divisional goals and appropriate allocation and deployment of assigned resources.. Investigates incidents and enforces state and local laws. May performs other duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Manages personnel by assigning duties and responsibilities, performing personnel evaluations and disciplinary functions, making staffing recommendations, supervising subordinates, reviewing reports, overseeing and assisting with investigations and special details, participating in and supervising police activities and issuing equipment and uniforms.
2	L	Maintains operations by collecting, analyzing and disseminating criminal intelligence, investigating incidents, ensuring disposal of forfeited items, managing vehicle fleet, reviewing and managing budgetary considerations, overseeing departmental policies and procedures, maintaining equipment and location requirements, coordinating exchange of information with other agencies and outside parties and providing information to commanding officers.
3	L	May perform other duties by preparing reports and correspondence, attending training, assuming field command duties and directing tactical and other police operations.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. A 4 year Baccalaureate Degree from an accredited college in a subject field related to law enforcement is required.
Experience	Two (2) years of experience as a Police Sergeant.
Certifications and Other Requirements	Valid Driver's License, Virginia Criminal Information Center (VCIC) and Virginia Criminal Information Network (VCIN), DCJS Law Enforcement Officer Certificate. Successful completion of the City of Norfolk's Civil Service promotional exams.
Reading	Work requires the ability to read general orders, memos, legal documents, various reports and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondences, performance evaluations, investigative summaries, reports and letters.
Managerial	Managerial responsibilities include supervision of subordinates within the organization.
Budget Responsibility	Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, criminals, victims, lawyers, and judges.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	Light X L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Medium M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Heavy H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	Very Heavy VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
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PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observations, during investigations or at crime scene
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, to/from crime scene, during evidence searches, to/from meetings
Lifting	R	Office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton, boxes
Carrying	R	Office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton, boxes
Pushing/Pulling	F	During arrest or at crime scene
Reaching	F	Office supplies, prisoners
Handling	F	Office supplies, evidence, prisoners, handcuffs, handgun/firearms, baton, boxes
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, pepper spray
Kneeling	R	During arrests or at crime scene, pistol range, serving or warrant execution
Crouching	R	During arrests or at crime scene, pistol range, serving or warrant execution
Crawling	R	During arrests or at crime scene, pistol range, serving or warrant execution
Bending	F	During arrests or at crime scene, getting in/out of vehicle
Twisting	F	During arrests or at crime scene, getting in/out of vehicle
Climbing	R	Stairs, steps, during pursuit
Balancing	N	
Vision	C	Computer, reading, writing, filing, observations, investigations, making arrests, driving
Hearing	C	Telephone, co-workers, supervisor, investigators, officers, various organizational groups, general public/citizens, meetings, sirens
Talking	C	Telephone, co-workers, supervisor, investigators, officers, various organizational groups, general public/citizens, speaking engagements or presentations
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office and police vehicle equipment. Computer systems and hardware., radio, whistle, flashlight, chemical weapons, surveillance equipment, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	M
Explosives	D	Wetness/Humidity	S
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)