

CITY OF DUNWOODY, GEORGIA



TITLE: Lieutenant

DEPARTMENT: Public Safety

JOB SUMMARY:

The Lieutenant at the direction of the Chief of Police and Deputy Chief is responsible for the effective administration and technical operations of the Dunwoody Police department. Work involves responsibility for planning, organizing and commanding particular units involved in the prevention of crime, and the protection of lives and property in the City of Dunwoody. The Lieutenant will consult and report to the Deputy Chief in determining plans and policies to be observed in the conduct of police operations. Work is reviewed through discussion of major administrative problems and technical operations, and by the review of departmental performance standards.

SUPERVISION EXERCISED:

Planning, organizing, training and the supervision of peace officers and civilian employees as assigned by the Chief of Police and Deputy Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises personnel to include:

- Training personnel and/or instructing in work methods
- Assigning, coordinating, and reviewing work
- Planning, completing, and posting monthly work schedule
- Completing daily attendance forms and duty roster
- Maintaining administrative records and personnel files (time logs, leave requests, duty roster, overtime slips, etc.)
- Identifying personnel training needs and making recommendations for specialized training
- Performing personnel evaluations and completing performance appraisals
- Counseling subordinates and making recommendations and/or taking disciplinary action based on department and city policies/rules and procedures
- Advising and assisting subordinates as to priorities, procedures, and to ensuring compliance with departmental rules and regulations
- Establishes and develops medium range goals and objectives; ensures that goals and objectives are reached

Supervises day-to-day operations on assigned shift, to include:

- Conducting random patrols of assigned geographic area supervising on duty staff
- Monitoring/utilizing radio to provide support/advise to personnel and assist dispatchers with directing calls as necessary
- Responding to major calls to assist and advise
- Handling stressful situations according to department policy/procedure



- Maintaining communication with Deputy Chief and Chief regarding major incidents/accident, or other emergencies
- Monitoring/maintaining departmental communication between employees, officers, and others
- Responding to major incident scenes and acting as a supervisor
- Overseeing the notification of all emergency services
- Conducts roll call duties and ensures that all information is passed from one shift to another
- Ensures the maintenance of officers' uniforms, vehicles and equipment in accordance with department police and procedures
- Inspects subordinate personnel for fitness for duty; instructs and advises personnel in their work and/or in practices and procedures to be followed in law enforcement, crime prevention, support services, and related activities

Performs technical/administrative duties, to include:

- Reviews, approves and evaluates a variety of administrative reports/forms for completeness and accuracy (i.e. case files, warrants, investigation reports, etc.)
- Preparing necessary reports (i.e. issues regarding shift activities, status of cases, etc.)
- Assisting assigned investigators with field investigations, arrest of suspect, or in interviews, as needed
- Maintaining crime related statistics
- Attending court and testifying in judicial proceedings
- May operate a computer keyboard for entering data into automated police records
- Participates in departmental meetings, job related conferences, seminars, community services related events and/or in-service training programs.
- Performs specialized assignments as required, including administrative, technical, training and/or investigative in other divisions with the department
- May act as Deputy Chief in his/her absence

MINIMUM QUALIFICATIONS:

Education and Experience:

- a) Graduation from a four-year college or university with a degree in Criminal Justice, Public Administration or a closely related field.
- b) Georgia Basic Peace Officer Certification, and twenty (20) hours annually is required.
- c) Management experience in law enforcement, including considerable supervisory and administrative experience.
- d) At least fifteen (10) years experience in the field of law enforcement.
- e) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills and Abilities:

- a) Comprehensive knowledge of police methods and administration;
- b) thorough knowledge of applicable federal, state and city laws and ordinances;



- c) thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work;
- d) ability to plan, organize and direct the work of subordinates and to maintain a high level of discipline and present effectively oral and written information relating to the activities of the department;
- e) ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public;
- f) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

NECESSARY SPECIAL REQUIREMENTS:

O.C.G.A. 35-8-8, as amended, requires that any person employed in any of the police service classifications:

- a) Be at least eighteen (18) years old;
- b) Be a citizen of the United States
- c) Have a high school diploma or its recognized equivalent;
- d) Not have been convicted, by any state or by the federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for the purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered;
- e) Be fingerprinted for the purpose of conducting a fingerprint search at the Georgia Bureau of Investigation and the Federal Bureau of Investigation to determine the existence of any criminal record;
- f) Possess good moral character as determined by investigation under procedures established by the Council;
- g) Be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental conditions which might adversely affect his or her exercising the powers or duties of a peace officer; and
- h) Successfully complete a job related academy entrance examination provided for and administered by the council in conformity with state and federal law. Such examination shall be administered prior to entrance to the basic course provided for in Code Sections 35-8-9 and 35-8-11. The council may change or modify such examination and shall establish the criteria for determining satisfactory performance on such examination. Peace officers who do not perform satisfactorily on the examination shall be ineligible to retake such examination for a period of six months after an unsuccessful attempt. The provisions of this paragraph establish only the minimum requirements of academy entrance examinations for peace officer candidates in this state; each law enforcement unit is encouraged to provide such additional requirements and any pre-employment examination as it deems necessary and appropriate.
- i) Maintain state P.O.S. T certification and any other requirement of the Department's Standard Operating Procedure as currently written or amended in the future.



TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, and data base; ten key calculator, motor vehicle; telephone; radio; fax and copy machine.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit and drive for extended periods of time and must immediately respond to all police situations.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; talk or hear; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision and hearing abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this 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 primarily work in indoor environments, although incumbent is subject to hazardous conditions which could result in serious injury or death and physical exertion such as running, lifting, pulling, pushing, bending, etc. and to inclement weather conditions.
- The noise level in the work environment is usually quiet to moderate.

PUBLIC CONTACT:

Extensive contact with other employees and the general public involving problem solving circumstances.

ADMINISTRATIVE:

Exempt from the provisions of the Fair Labor Standards Act.



SELECTION GUIDELINES:

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 description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.