

RESOLUTION NO. 48-2016

Amending the Position Description for Police Lieutenant.

WHEREAS, City Council wishes to amend the position description for the position of Police Lieutenant; and,

WHEREAS, it is necessary to amend the position description for the position of Police Lieutenant to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Police Lieutenant (Class Specification No. 124) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted November 7, 2016

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council

# ***CITY OF WORTHINGTON***

## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Police Lieutenant	<b>CLASS:</b> 124
Department: Safety/Division of Police	Title Originated:
Date: November 7, 2016	
Reports To: Police Chief	Updated: 2016

### **General Statement of Duties**

Under the direction of the Chief of Police, serves as a senior command position, and is responsible for the overall operations and functioning of their respective bureau assignment. The Police Lieutenant position is in charge of overseeing one of two distinct bureaus within the Division of Police, either the Patrol Operations Bureau or the Support Services Bureau.

The Lieutenant for Patrol Operations Bureau supervises shift sergeants, police officers, the patrol support officer, community service officer, reserve police unit, training, the FTO program, DUI Task Force Liaison, Citizens Academy Alumni Association, Franklin County Safe Communities Liaison, community special events, crossing guards, special duty, traffic enforcement and accident analysis, patrol equipment, uniform purchase program, schedules work in the unit, and other duties as assigned.

The Lieutenant for Support Services Bureau oversees and supervises the Criminal Investigation Unit sergeant, provides guidance for unusual or sensitive specialty cases within the Criminal Investigation Unit, supervises the Operations Support Manager and oversees the Communication Center. Oversees media relations, serves as Division PIO, Internal Affairs investigations, property and evidence, webpage liaison, provides legal updates, policy review, the Recognition Program, Division Stats, Crime Analysis, Emergency Operations, Statistics, coordinates crime analysis and other duties as assigned.

### **Essential Functions of the Position:**

Performs overall supervision and management of all employees, functions and activities within their specified bureau; develops and implements internal policies, procedures, and schedules, and other operating practices, rules and regulations with approval of the Chief of Police or designee.

Inspects and conducts analysis of crime or traffic trends, addresses community needs and how they affect organizational objectives goals or projections.

Estimates needs, new trends, projects staffing or budgetary needs for upcoming year, and how these affect service and levels of response, the mission and organizational goals.

Responds to public complaints.

Assists in budget preparation of annual operating and capital budgets; controls expenditures within allocated appropriations, continuously acts to reduce costs and improve efficiency.

Interacts with other agencies, citizens, partnerships, and other groups that interact with the Division. Maintains relations with local, county, state and federal law enforcement agencies, social service providers, and other support agencies in the criminal justice system.

Facilitates the development and execution of organizational goals and work unit objectives; maintains a work environment consistent with the Division's mission, values and objectives.

Conducts performance evaluations on direct line supervisors and personnel; makes recommendations regarding unsatisfactory performance; mentors the development, training and review of sergeants and officers.

Responds to critical incidents and assumes command at scenes requiring direct incident or unified command when necessary.

Investigates police misconduct, issues recognitions, reprimands and/or makes recommendations to the Chief of Police or designee.

Able to render credible testimony in court and under Oath.

Essential functions may also encompass all essential functions of the Police Sergeant or Police Officer positions.

Performs any other duties that may become necessary or are assigned.

## **Knowledge, Skills and Abilities:**

Comprehensive knowledge of police and Division policies, procedures, values, mission statement, goals, and objectives; Comprehensive knowledge of applicable laws and ordinances; Knowledge of law enforcement management practices and municipal police administration; Knowledge of law enforcement principals, procedures, techniques, and equipment.; Ability to understand, interpret, and make management decisions regarding the Collective Bargaining Agreement and City Personnel Rules.

Upholds the oath of office, ethical conduct, and core values of the Division.

Skilled in the use of firearms, other police weapons, police vehicles, radio systems, and other related equipment; Skilled in the use of computers and general office equipment.

Ability to establish and maintain effective working relationships with co-workers, employees, citizens, other agencies, and the media.

Ability to communicate orally and in writing, in a clear and concise manner.

Ability to cope with stressful situations; Ability to work independently without direct supervision;

Ability to handle special and sometimes confidential assignments as needed or assigned.

## **Minimum Requirements of the Position:**

Successful experience of at least one year working as a Worthington Police Sergeant; Associates Degree or two years of college credit from an accredited college, university, or technical school (Bachelor's Degree preferred).

Must maintain required certifications, including Ohio Peace Officers Training Academy (OPOTA) Certification and firearms certification.

Possession of a valid Ohio Driver's License.

The characteristics 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. This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution 48-2016 Effective November 7, 2016