



Job Description

Police Lieutenant

Pay Grade: P04

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum two (2) years of progressively responsible police supervisory experience.

Minimum Education Requirements: Associate's Degree or have equivalent experience and be able to obtain a degree within 3 years of appointment.

Department: Police.

Direct Supervisor: Police Captain.

Supervisory Responsibility: Direct (x); Indirect (x). Varies.

Primary Work Location: Works inside in an office setting and outside within City of FWB jurisdiction.

Certification: Valid State of Florida driver's license. Florida Law Enforcement Certification.

Job Summary: Responsible work involving management and supervision, direction, and control of a major group of employees. Employee is responsible for planning, directing and supervision responsibilities over all areas to which assigned.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Direct administrative and field activities of employees engaged in patrol, investigative or administrative duties; assign tasks to subordinates.
- Plan, direct, and coordinate activities of special units.
- Maintain discipline of subordinates by inspection, counseling, and enforcement of department orders and directives.
- Issue verbal reprimands and recommends other disciplinary actions.
- Assist in the development of strategies in combating crime. Ensure officers are familiar with crime problems in their assigned zones.
- Instruct subordinates in the methods to be used and the procedures to follow.
- Assume command of situations in the absence of a superior.
- Maintain good public relations with the public, news media, and civic groups.
- Assign personnel and equipment.
- Review reports; maintain or supervise the maintenance of records; make oral and written reports.
- Conduct and participate in training.
- Evaluate subordinates using departmental performance evaluations; assist in instructing subordinates and handling problems.
- React quickly and calmly in emergencies.
- Explain and interpret the general and special orders.
- Instruct and advise officers in various phases of police operations.
- Receive, review, and approve field reports.
- Perform the duties of a Police Officer as required.
- Perform other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Police supervisory concepts and practices, modern police methods, and procedures.
- Operating procedures of the department and limits of department authority.
- Pertinent laws, ordinances and codes pertaining to criminal and related violations.
- Federal, State, and municipal and controlling court decisions.
- Physical and social characteristics of the City.
- Computers and computer systems that apply to police work.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Care and use of firearms.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Assimilate information from various sources and prepares reports and recommendations on departmental programs and activities.
- Calm irate persons and calm them when making complaints about officers and/or policies of the Department and to resolve issues courteously & effectively.
- Plan, assign, instruct, supervise, and evaluate the work of subordinates.
- Analyze situations quickly and objectively to determine proper actions to be taken.
- Deal courteously and fairly with the public.
- Perform the duties of a Police Officer.
- Establish and maintain effective working relationships with other public officials, departmental members, and the general public.
- React quickly and calmly in emergencies.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department.
- May be required to work outside in extreme weather conditions.

Physical Demands

The work is light work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.



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- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

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

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date