



Class Code: Lieutenant
Grade: CBA
FLSA:NE
WC Code: 7720
EEO Code: 4
EEO Job Category: Professional

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: POLICE LIEUTENANT

GENERAL STATEMENT OF JOB

The purpose of this position is to provide leadership and supervision to assigned sworn and civilian employees, as well as, general law enforcement work in order to preserve public peace to protect lives, property and right of the public by way of, enforcing statutory laws and municipal ordinances, to deter crime and to respond to calls for law enforcement assistance, under the general supervision of the Chief of Police or designee. Employees in this classification perform administrative, supervisory and professional tasks. Position is responsible for directing, managing, coaching and developing those within their purview, in various Divisions within the Police Department. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs all functions of a Police Sergeant, as well as, the following:

Leads, supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing/reviewing employee performance appraisals; prepares reports, forms, and correspondence; assists with investigating complicated incidents, provides motivation, and develops a positive morale environment.

Manages and directs, either personally or through subordinate supervisors, police operations and administrative activities of the assigned Division or function within the Department, ensures that staff understands the impact and effect of responsibilities.

Oversees and monitors daily activities of assigned unit; allocates priority of calls for services; oversees/monitors subordinates' response to incidents and assists officers with complex situations or cases; distributes information and relays special instructions; delegates investigations, patrols, special assignments, or other shift tasks to subordinate personnel;

reviews work of subordinates; makes appropriate staff notification pursuant to Departmental policy.

Engages in public relations and community service activities and events to promote a positive image for the department and to build cooperative and collaborative relationships with the community; responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Assists with preparation of long range strategic and tactical management plans; establishes goals and objectives for department and individual divisions; develops and implements departmental policies, standard operating guidelines, and training plan; conducts staff and other meetings to appraise progress towards goals and objectives and to address problems and concerns.

Guides supervisors and employees in the application and interpretation of statutes, ordinances, standard operating procedures and departmental policies.

Prepares budget requests and manages fiscal resources within area of responsibility; administers and monitors expenditures for fiscal compliance.

Responds to complex incidents and becomes the Incident Commander unless directly relieved of command; directs on-scene personnel.

Performs routine office functions such as filing, faxing, answering phones, and copying.

Performs related duties as directed.

MINIMUM QUALIFICATIONS

- Current State of Florida Law Enforcement Certification; **AND**
- Valid State of Florida Driver License; **AND**
- Associate's Degree (or equivalent) **OR** must obtain within thirty-six (36) months of promotion*; **AND**
- ~~Five (5)~~ Four (4) years of experience as a Police Sergeant with the City of Lauderhill Police Department and currently holds that position*; **OR**
- ~~The Chief of Police, at their discretion, may consider a current~~ A Police Sergeant with two years of experience as a Police Sergeant with the City of Lauderhill, who has two (2) years of a previous Law Enforcement supervisory experience at a Federal, State, Local, or Military organization.
- ~~Valid State of Florida Driver License;~~
- ~~Current State of Florida Law Enforcement Certification.~~

* ~~Any Lieutenant promoted after January 1, 2023, must have an Associate's Degree or equivalent.~~

* Time served in an acting role of Sergeant does not count toward the four (4) years of experience as a Police Sergeant.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle for extended periods of time, including utilization as field office; and to enter and exit the vehicle various times throughout the day.

Physical Requirements: The ability to exert extremely heavy physical effort in very heavy work, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials in excess of 100 pounds.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate City vehicles, tools, equipment, and machinery.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, fumes, disease, pathogens, traffic hazards, animals, wildlife, violence, and/or explosives).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.