



## CITY OF ELOY, AZ JOB DESCRIPTION

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| <b>TITLE:</b>   | <b>Police Lieutenant</b> | <b>JOB CODE: 4005</b> |
| <b>REVISED:</b> | <b>December 2016</b>     | <b>FLSA: Exempt</b>   |

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**Summary:** Under general supervision, manages the activities of assigned Officers in patrol and investigative units of Police Field Operations Division; assures that Officers are ready and prepared for duty, and assures the lawful and consistent application of regulations and procedures.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages assigned staff; delegates assignments, deploys personnel, monitors work, and evaluates team performance; communicates departmental directives and changes in procedures and protocols, and assures effective communication of law enforcement issues.
- Maintains discipline, and assures compliance to Police Department policies and general orders; assures that Police Officers are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned.
- Conducts staff briefings; coordinates work schedules; monitors the use of overtime and leave time; reviews and approves case reports; assures that all reports and paperwork are completed in a timely manner; advises Chief regarding significant investigative developments.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Reviews and evaluates operations under division command, and makes recommendations for improvement; prepares technical and statistical reports; updates and maintains a variety of files, records, event logs, charts and other documents.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and takes command when appropriate
- Performs duties of Police Officer as needed, and assists Officers in the performance of their duties; enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Maintains the integrity, professionalism, values and goals of the Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.

## **Knowledge and Skills:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of modern law enforcement management principles, and techniques and practices for effective, efficient and cost effective management of allocated resources.
- Knowledge of Police Department General Orders, rules, policies and procedures.
- Knowledge of strategy and tactics for management and deployment of law enforcement personnel and equipment, including National Incident Management System.
- Knowledge of City, county, state and Federal laws, regulations and ordinances.
- Knowledge of the Arizona criminal justice and court systems, and principles and practices of criminal justice records management.
- Knowledge of law enforcement methods and practices, including case laws governing arrest, rules of evidence, probable cause, use of force, asset forfeiture, and search and seizure.
- Knowledge of investigative and interrogative procedures, and protocols for observation of critical details.
- Knowledge of the geography, roads, and landmarks of Eloy and surrounding areas.
  
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department and Division goals and objectives.
- Skill in working as a team member with other law enforcement and multi-jurisdictional agencies.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other criminal justice agencies and the general public.
- Skill in communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques.
- Skill in interpreting and applying criminal laws to information, evidence and other data compiled.
- Skill in the care, maintenance and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.

## **Minimum Qualifications:**

High school diploma or GED equivalent; AND five (5) year's law enforcement supervisory experience; OR an equivalent combination of education and experience and have a minimum of one year (consecutive) year of service with the City of Eloy Police Department as a sworn peace officer. Associate's Degree in Criminal Justice, Business or Public Administration is preferred, and will be required after January 1, 2011 for any Officer hired after July 1, 2007.

Arizona Peace Officer Standards and Training (POST) certification is required; must possess State of Arizona Driver's license, and clear criminal record; must maintain a level of physical fitness to meet Department standards; some incumbents may be required to obtain additional specific skills training and technical certifications.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*