



City of Irving Job Description

Police Lieutenant

FLSA Status:	EXEMPT*	Job Department:	Police
Job Code:	4163	Reports To (Job Title):	Police Captain, Assistant Police Chief, or Chief of Police

PURPOSE

To manage, direct, and coordinate the activities of a unit or section within the Police Department, including Patrol, Community Services, Professional Standards, Tactical Operations, Criminal Investigation, and Training. Also, to coordinate unit activities with other divisions and departments and to provide highly complex administrative support to the executive staff of the Irving Police Department (IPD) and other public safety services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Manage assigned areas such as Criminal Investigations, Traffic, Detention (jail), Professional Standards, Community Services, Training, Narcotics, Pawnshop, Tactical, Event Planning and Security, School and Neighborhood Resource Officers, School Crossing Guards, Sex Offender Registration, Gang Activity, Terrorism Intelligence, and Recruiting/Hiring Personnel.
- Participate and assist in the development and implementation of goals and objectives for the assigned shift or work unit, identify resource needs, and recommend and implement policies and procedures.
- Manage sworn officers and general government employees, including conducting interviews, completing performance evaluations, implementing disciplinary procedures, directing activities, and following up on complaints.
- Identify opportunities for improving service delivery methods and procedures, including reviewing strategies with management staff and implementing improvements.
- Review and verify reports submitted by officers for completion and compliance with prescribed standards.
- Inspect and maintain equipment and oversee safety programs.
- Participate in preparing, implementing, and forecasting the budget for the assigned division.
- Coordinate assigned responsibilities with other divisions and outside agencies.
- Respond to inquiries from the public and resolve complaints.
- Assume immediate command of police activities in the event of an emergency.
- Participate in department's community outreach programs.
- Maintain proficiency with assigned weapons.
- Perform essential duties of Police Officer and Police Sergeant.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Research and compile information, statistics, and crime data, including producing related reports.
- Provide crime information, trends, and statistics to members of the community and outside agencies.
- Prepare grant requests for community service and Family Advocacy Center activities.
- Conduct investigations as directed by the Chief of Police.
- Serve in the absence of a Police Captain as assigned.
- Foster relationships with community.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include all employees in an assigned unit.

FINANCIAL / BUDGETARY RESPONSIBILITY

Participates in and recommends goals and budgets for long range planning.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

GENERAL

- Meet all requirements as specified in Chapter 143 of the Local Government Code and City of Irving Local Civil Service Rules.

EDUCATION

- High School Diploma or G.E.D, *and* an associate's degree or equivalent (60 college hours) from a TCOLE approved / accredited school with at least a 2.0 GPA with the following exceptions:
- Applicants who have completed three or more years of active military service and have exited within 18 months prior to submitting their application must have a high school diploma or G.E.D.
- Applicants who have completed three or more years of active military service and have exited more than 18 months but less than 36 months prior to submitting their application must have completed 30 or more college hours with at least a 2.0 GPA.
- Applicants who have been employed as a full-time certified peace officer for three or more years during the period immediately preceding the submission of their application must have a high school diploma or G.E.D.

EXPERIENCE

- Two (2) years of experience as a Police Sergeant.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license.
- State of Texas Basic Peace Officer certification.
- Some assignments require additional certifications.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Public Safety and Security: Rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Law and Government: Laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.
- Current events and impact on the law enforcement industry.

SKILLS AND ABILITIES IN

- Basic Math: Adding, subtracting, multiplying, and dividing quickly.
- Mechanical/Technical: Safely operating diverse equipment, including computers, weapons, radios, and electronic door system.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Speech Recognition: Identifying and understanding the speech of another person.

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.*

The employee constantly is required to listen and see. Frequently, s/he is required to drive, grasp, handle, feel, sit, stand, talk, and/or walk. S/he occasionally is required to smell, balance, carry, kneel, lift up to 25 pounds, push, pull, reach, and/or stoop. Rarely, s/he must climb, crawl, lift up to 100 pounds, and/or run. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to outside weather conditions and the hazards of emergency driving and traffic control. Occasionally the employee is exposed to violence, blood-borne pathogens, and/or body fluids. Encounters with the public sometimes are characterized by conflict and anxiety. The noise level in the work environment usually is moderate

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.