



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: POLICE LIEUTENANT

BARGAINING UNIT: [POLICE BARGAINING](#)

CODE NUMBER: 9050

PAY RANGE CODE: [9 UP](#)

REVISION DATE: 8/31/17

NATURE OF WORK

This is responsible administrative and supervisory police work in assisting in the direction of a precinct on an assigned shift or in the planning and direction of the activities of a specialized police unit. Work involves the responsibility for planning, instructing, and assigning duties to subordinates, providing leadership, and monitoring conduct and proficiency of subordinates' work. Considerable independence is exercised in the performance of duties and general guidance is received from a superior.

ESSENTIAL FUNCTIONS *(Any one position may not perform all the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class.)*

Serves as shift commander:

Develops and oversees the implementation of unit policies and procedures.

Monitors expenditures to remain within approved budgetary limits.

Directs, coordinates, and communicates all operations of the shift.

Issues orders and correspondence and compiles and reviews reports.

Qualifies annually in firing an assigned firearm.

Interacts with members of the public, community organizations, and the media.

Drives assigned vehicles in a defensive manner to ensure the safe and legal operation of vehicles on the road and the effective responses to all types of incidents.

Effects arrests for all types of incidents and ensures the effective apprehension, arrest, and detention of suspects taken into custody.

Supervises, assigns, and evaluates the work of the unit staff:

Authorizes overtime.

Monitors the effectiveness of the unit and addresses any performance deficiencies.

Directs and prepares necessary investigations, reports, records, and documentation.

Obtains and analyzes information, collects physical evidence, and participates in the judicial/administrative process.

Recommends officers to be relieved of duty for violating departmental rules of conduct.

Instructs subordinate personnel in patrol and investigative activities through briefing, interpreting general orders, and ensuring that personnel are properly trained to carry out their assigned roles.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, COGNITIVE ABILITIES, PHYSICAL ATTRIBUTES, AND PERSONAL CHARACTERISTICS

Knowledge of the principles, methods, rules, and regulations found in the Police Standard Operations manual and other manuals pertinent to the assigned position.

Knowledge of local, state, and federal laws applicable to community law enforcement, and the provisions of the police bargaining agreement, city code, and personnel rules and regulations.

Knowledge of human resource management, including hiring practices, disciplinary procedures, terminations, and other personnel related issues.

Knowledge of organization and management techniques and practices.

Knowledge of budgetary control, procurement, training requirements, communications, records management systems, and crime laboratory services.

Knowledge of the geography of the city and the location of major buildings, landmarks, and sensitive sites.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to communicate effectively, using both technical and non-technical language.

Ability to speak clearly and effectively to project the department's message in a variety of circumstances, including staff meetings, meetings of government bodies, press conferences, assemblies of citizens, and teaching situations.

Ability to draft and write letters, documents, and plans at a level and quality appropriate to the senior management of a large police department.

Ability to prepare and present accurate reports.

Ability to address courteously and effectively the issues of members of the public and to establish and maintain effective public relations.

Ability to develop and maintain effective working relationships with associates, employees of other departments, representatives of other organizations, and the public.

Ability to facilitate group processes and build consensus.

Ability to analyze a wide variety of problems, using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, with due regard to surrounding hazards and circumstances, and to assign and direct personnel accordingly.

Ability to evaluate written and oral reports and to make recommendations.

Ability to acquire and maintain a valid driver's license.

Ability to operate a motor vehicle safely and effectively, especially under emergency conditions.

Ability to understand and follow oral and written policies, procedures, and instructions.

Ability to display integrity and ingenuity in the performance of the duties of the position of Police Lieutenant, at all times adhering to the Law Enforcement Code of Ethics.

Ability to perform leadership and executive functions in a demanding environment, to demonstrate mature judgment, and to make appropriate decisions.

Ability to coordinate comprehensive projects involving resources from within and outside the department.

Ability to assign, supervise, train, and evaluate the work of others.

Ability to effect arrests.

Ability to drive a vehicle defensively.

Ability to retain weapon firing certification.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to learn and adapt to advances in computer and electronics device technology and software.

PHYSICAL REQUIREMENTS

PHYSICAL REQUIREMENTS	Rarely <12%	Occasionally 12-33%	Frequently 34-66%	Regularly >67%
Balance	X			
Bend	X			
Carry	X			
Climb	X			
Crawl	X			
Crouch	X			
Drive			X	
Hear	X			
Hold	X			
Keyboard			X	
Kneel	X			
Lift	X			
Open	X			
Pull	X			
Push	X			
Reach	X			
Restrain	X			
Run	X			
See				X
Shoot	X			
Sit			X	
Speak				X
Stand			X	
Walk			X	
Write				X

Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Tasks are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that of sedentary work and the worker sits most of the time, the task is rated for light work.

Medium Work: Exerting up to fifty (50) pounds of force occasionally, and/or up to twenty (20) pounds of force frequently, and/or up to ten (10) pounds of force constantly to move objects.

Heavy Work: Exerting up to one-hundred (100) pounds occasionally, and/or up to fifty (50) pounds of force frequently, and/or up to twenty (20) pounds of force constantly to move objects.

WORKING CONDITIONS

	General Exposure			
	1 - 25%	26-50%	51-75%	76 - 100%
Inside Work			X	
Outside Work		X		
Cold below 32	X			
Heat above 100	X			
Rain	X			
Snow	X			
Extreme Noise	X			
Vibrations	X			
Mechanical Hazard	X			
Electrical Hazard	X			
Fire Hazard	X			
Explosive Hazard	X			
Blood Born Hazard	X			
Body Fluid Hazard	X			
Fumes	X			
Odors	X			
Dusts	X			
Mists	X			
Gases	X			
Poor Ventilation	X			
Latex Gloves	X			
Gas Mask	X			
Riot Helmets	X			

Work is balanced between working in an office setting amid normal conditions of dust, odors, fumes, and noise and working in the field, that is, outdoors in all weather conditions amid loud noise requiring speaking above a normal speaking voice to be heard, in confined spaces, in above normal levels of fumes, odors, dust, mists, gases, poor ventilation, and subject to situations involving considerable stress and exposure to infectious diseases, hazardous materials, or unruly and combative individuals.

EDUCATION AND EXPERIENCE *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor’s degree

AND

Six (6) years of experience in police work, including two (2) years as a Police Sergeant.

SPECIAL QUALIFICATIONS

Must possess a valid class "O" motor vehicle operator's license.

EQUIPMENT OPERATION *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
Automobile

Copier
Facsimile Machine
Protective Clothing and Equipment

Printer
Scanner

Previous Revision Dates: 5/30/96
 9/30/04

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals I will enforce the laws courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.