GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for overall management and administration of a major functional area or bureau within the Police Department. Reports to the Assistant Chief of Police or the Chief of Police depending on assignment.

ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision and overall management and coordination of law enforcement activities in a major bureau or functional area. Manages the operations of the bureau or area by reviewing reports and operational plans and discussing issues with personnel.

Performs administrative duties in law enforcement, planning, and operations to include preparing reports and correspondence; monitors budget in assigned area and oversees equipment needs. Attends meetings to include command staff, CRIME, policy review, etc. Provides updates to the appropriate Assistant Chief of Police regarding investigations, status of projects, and personnel matters.

Manages personnel administration activities to include identifying training needs and conducting training; preparing and reviewing performance evaluations; handling disciplinary actions; and approving and monitoring leave requests. Provides guidance to officers in the department with respect to evaluating, counseling, motivating, and disciplining employees.

Establishes and implements community relations service programs; attends events.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Law Enforcement – Knowledge of laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Safety/Security – Knowledge of common safety rules, regulations, procedures and practices to include effective restraint techniques, basic first aid and CPR.
• Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

REQUIRED SKILLS

• Judgment and Decision Making — Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
• Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

• Communication – Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.
• Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

EDUCATION AND EXPERIENCE

Requires a Bachelor’s Degree from an accredited college or university and one current, consecutive year as a Police Lieutenant with the City of Newport News.

ADDITIONAL REQUIREMENTS

Requires a comprehensive background investigation to include a local, state and federal criminal history check; sex offender registry and credit check.

Requires satisfactory results from a medical, psychological evaluation and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

A valid Virginia’s driver’s license prior to employment with an acceptable driving record to include a zero or positive point balance. Employees are required to refrain from the use of tobacco.

Must obtain and maintain for continued employment all State requirements for Police Officers as specified in Virginia Code; all federal and state requirements to carry a firearm; may require certifications such as Breathalyzer certification.
ENVIRONMENTAL HAZARDS

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, moving machinery, heights, disease/pathogens, explosives, and violence.

PHYSICAL AND DEXTERITY REQUIREMENTS

Requires sedentary to medium work. As first responders, the position requires that individuals must be adaptable to perform under stress when confronted with situations that involve running, walking, standing, stooping, crawling, dragging, lifting, digging, climbing, pushing and raising objects and involves exerting between 10 to 30 pounds of force on a regular and recurring basis and 50 to 150 pounds of force on an occasional basis. Must be physically able to operate a variety of machinery and equipment including a motor vehicle, a variety of firearms and defense devices. Must have high levels of eye, hand, and foot coordination.

SENSORY REQUIREMENTS

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.