



DEPARTMENT: Police

NATURE OF WORK:

Performs advanced professional, technical, supervisory, and administrative police work in the enforcement of laws, and the performance of related activities to maintain public peace, implement the department's community policing approach to policing, protect life and property, and directing all police officers during an assigned watch or for an assigned unit or units.

Positions in this class direct the activities of multiple officers on an assigned shift or unit and coordinate interaction with other public safety agencies, citizen and community groups, or support agencies when necessary. This position is responsible for the efficient performance of the complete force on duty or those assigned to a specific unit (i.e. Community Services Unit) and in the eyes of the public is a direct representation of the Chief of Police when he is not present. Considerable independent judgment is frequently required as no superior officer is readily available during certain hours and the seriousness and time constraints of calls encountered may negate the feasibility of coffering with a superior. The work of a Lieutenant is subject to general supervision from the Uniform Division Commander. Performance is evaluated through both verbal and written reports to superiors and through appraisal of the effectiveness of the unit being supervised and results achieved. Work may involve considerable risk, exposure to hazardous situations, civil liability, and personal danger.

ESSENTIAL FUNCTIONS OF THE JOB:

Commands the activities of officers on an assigned shift or unit; plans, assigns, and supervises the work of officers and/or civilians; evaluates, provides guidance and supervision in the handling and resolution of difficult problems or situations.

On a daily basis reviews all required State, County and Federal police reports for content, accuracy and compliance with departmental reporting standards. Distributes required equipment, i.e., alcosensors, radar, tintmenters, etc.. Enters warrants into computerized warrant control system, assigns same, and clear from system once served. Maintain computer audit on case files assigned to personnel and review upon completion.

On a monthly basis gather data and provide a computerized report on individual and shift or unit productivity. Conduct inspection and supervises the maintenance of patrol vehicles and maintenance of issued equipment.

Determines adequate manpower for any given call and makes assignments accordingly. This includes the call out of specialized units or off-duty personnel.

Investigates and makes recommendations to the Chief of Police regarding citizens' complaints relating to violations of both County ordinances and State laws and complaints made by citizens about County officers.

Monitors all calls for service and ensures that they are answered and dealt with in a timely manner; ensures that activities of assigned shift or unit are conducted in accordance with pertinent State and Federal laws, and departmental policy.

Administer the community policing philosophy of the department by coordinating activities of officers or units to fulfill the desired goals of the department as they relate to community policing activities or functions.

Monitors and evaluates performance of assigned personnel; conducts performance evaluations, provides counseling, and recommends disciplinary actions as necessary.

Responds to the scene of an incident of an unusual nature and directs the police activity at the scene unless relieved by higher authority. This may and will include the simultaneous direction of multiple incidents.

Provides information at roll call or regular unit meetings to include current crime trends, wanted subjects and articles and associated data needed. Provides training on assigned topics.

Supervises the preliminary investigation of major crimes, calling on specialists as needed. This may also include the initial response during which the approach is determined and an attempt to identify and apprehend suspects is made.

Protects crime scene; preserves and collects evidence at the scene; takes fingerprints and photographs; interview victims, witnesses, informants, and suspects and prepares reports on information collected.

Responds to request for assistance in a variety of situations, including minor crimes, domestic disputes, and other civil matters; investigates complaints, takes reports, and issues summonses or makes arrests as appropriate.

Provides general public assistance to motorists and citizens in a variety of noncriminal situations.

Prepares shift or unit schedules regularly for assigned shift. Monitors and approves leave time for assigned subordinates.

Testifies in a court of law relative to investigations conducted.

Evaluates the need for new or replacement equipment and researches and makes recommendations for same.

Monitors and evaluates current crime trends or problems. Proposes and implements strategies to rectify identified problems.

Subject to call 24 hours per day to be advised of or respond to situations requiring additional manpower.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required. Examples of additional duties currently assigned to this position are: prepare court schedules for all departmental personnel and act as liaison with the General District Court; serve as Commander of The Departmental SWAT Team; Auxiliary Officer Coordinator; warrant control and audit; and, vehicle and radio purchases.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions.

Drives a police vehicle. Operates a variety of equipment and devices such as a computer, radar, police radio, handgun, and shotgun.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the polices, rules, and regulations of the Department.

Thorough knowledge and the ability to effectively implement approved practices, principles, and procedures of police work.

Thorough knowledge of pertinent Federal and State laws and County Ordinances.

Thorough knowledge of the geography of the county and locations of important buildings.

Ability to assign, direct, and supervise work of sworn and civilian personnel.

Ability to communicate effectively both orally and in writing.

Ability to maintain composure and exercise sound judgment in decision making during stressful situations.

Ability to effectively plan, organize, and coordinate operations dealing with multiple personnel.

Ability to establish and maintain effective working relationships with other County officials and agencies.

Ability to deal with the public courteously and firmly and maintain satisfactory public relations.

Ability to analyze complex police problems and to formulate effective courses of action to resolve situations.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent. Bachelor's degree from an accredited college or university preferred. Considerable experience with the James City County Police Department as a Police Sergeant.

NECESSARY SPECIAL QUALIFICATIONS:

Physical agility and endurance.

Possession of a valid Virginia driver's license.

Date: November 2005
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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Police Lieutenant Position Number 419
Department Police Division _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others officers in other agencies
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Use firearms, ASP Baton</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: To load bullets, trigger pull

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|--|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other <u>Stairways</u> _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand					✓		✓		
Sit				✓			✓		
Walk					✓		✓		
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) <u>SUV 4-Wheel Drive</u>			

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