



respect - Communication - Integrity - Teamwork - family

**Police Lieutenant**

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**DEPARTMENT/DIVISION:** Police

**GRADE:** M-6

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** July 1, 2011

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**SUMMARY**

The Lieutenant is a sworn Police Officer as defined by ORS who assists the Chief of Police in directing and supervising the department. The Lieutenant will be assigned specific duties from the examples listed below and other department needs by the Chief of Police. This position is considered a succession candidate for the Chief of Police, as such, the Lieutenant must be a capable administrator, an example of rCity values, and an respected Police professional both in the community and within their peer groups.

**EXAMPLES OF DUTIES**

Supervises patrol operations, including Reserve and Explorer volunteers and the K-9 program.

Supervises special teams such as SWAT, School Resources Officers, Major Crime Team and Detectives.

Oversees the overall training program within the department as it is designed and implemented. Monitors the effectiveness of training programs and schedules.

Supervises the office staff. Monitors the accuracy and efficiency of the records division.

Gathers data, maintains records and prepares reports related to the command and administrative functions including updating policy and procedure manuals or statements and conducting Internal Investigations as required.

Acts as purchasing agent for the department within budgetary restraints under the supervision of the Chief of Police.

Assists with budgetary research and preparation, monitors monthly for trends and budget to actual comparisons.

Supervises maintenance of the Police building.

Supervises maintenance of all police equipment, including department vehicles, firearms, and all other equipment assigned to the department.

Works with the City Personnel Officer in recruitment of Police personnel.

Supervises the Police Cadet Program.

Does public relations work and related work as is required. Examples would be Community Watch, Citizen's Academy, and the Civilian Ride-Along program.

## **EXPERIENCE AND EDUCATION**

AA degree in related field with the ability and desire to obtain a BS/BA degree in job related field within a reasonable amount of time. (Reasonable amount of time is estimated to be roughly three to four years. The successful candidate must have a written plan of completion with milestones. The plan will be monitored for satisfactory progress.) Five years police experience. Must possess or be eligible to obtain a Management Certificate from the Oregon Board on Police Standards and Training.

Must possess considerable knowledge of practices and methods employed in Police Administration, Criminal Investigation and Personnel Management. Ability to instruct and Supervise others and a considerable knowledge of Oregon Law.

## **PRE-EMPLOYMENT**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and rigorous back ground investigation.

## **DESIRABLE EXPERIENCE AND TRAINING**

BS/BA Degree in job related field of study.

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

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close vision and the 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. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The duties of this position are usually performed in a well lighted, temperature controlled office environment.

The noise level in the work environment is usually quiet.

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The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

