

# **JOB ANNOUNCEMENT for POLICE LIEUTENANT**

Position Opens: 01/07/22

Position Closes: Open until filled. (First Application Review 01/21/22)

Salary: Range: \$7,765 - \$9,503 per month DOQ

The City of Woodland Police Department is seeking qualified applicants for the position of Police Lieutenant.

## **Position Description**

Under the direction of the Police Chief, this individual will plan, organize and direct the day-to-day operations and investigate sections of the Woodland Police Department.

## **Essential Duties and Responsibilities (May include but are not limited to the following)**

- Plan, organize, coordinate and manage the operations of the Police Department including; patrol, investigation, and administrative services activities. Act as Police Chief in the absence of the same.
- Assist in the recruitment and selection of Police Department personnel; supervise and evaluate the performance of assigned personnel at specific intervals; provide career counseling to subordinates as necessary or requested; recommend disciplinary measures including reassignment or termination to the Police Chief.
- Evaluate and determine training needs of the department and assure police standards and certifications are maintained.
- Attend meetings and conferences pertaining to department operations, the criminal justice system and the general public.
- Establish and maintain effective working relationships with department and city staff, other agencies, news media, elected officials and the general public; coordinate task forces and other cooperative law enforcement efforts with other agencies.
- Review reports of subordinates to assure continuity and content.
- Perform various police duties necessary to enforce City, State and Federal laws, provide cover and assistance to other officers involved in hazardous police operations; supervise and participate in search warrants and tactical operations; execute powers of arrest and control rights advisement and arresting persons.
- Perform duties using deadly force to subdue suspects; defend self with or without weapons and discharge firearms in multiple scenarios.
- Evaluate methods, policies and procedures, and personnel training needs; recommend changes for department improvement and efficient operations.
- Assist in the development and implementation of goals, objectives, policies and priorities for assigned programs; coordinate, organize and schedule personnel and other resources to achieve departmental goals; assign work activities, projects and programs, review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Assist the Police Chief in the administration of the annual budget; approve expenditures for staffing, equipment, materials and supplies.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Prepare statistical reports for Chief

- Other duties as assigned Initiate positive, consensual contacts with community leaders, school and business representatives and other citizens.

### **Minimum Qualifications Required**

- Baccalaureate degree from an accredited college or university with major emphasis in criminal justice, police science, administration of justice or a related field, and
- Seven (7) years of experience in police work, one year of which must have been equivalent to Police Sergeant or higher, and
- Completion of the basic law enforcement training academy or equivalent, or
- An equivalent combination of education, training and experience.

### **Application Procedure**

City applications are available at [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us) or at City of Woodland, 230 Davidson Avenue, Woodland, WA. (360) 225-8281.

COMPLETED APPLICATIONS WILL BE ACCEPTED ONLY AT THE CITY CLERK-TREASURER'S OFFICE (see above address).

Your Completed Packet must include the completed City application and resume.

The City will accept applications until the position is filled with the first review of applications on January 21, 2022. All application materials must be complete and received in our office by the closing date to be considered.

Prior to appointment, a candidate must also pass: a comprehensive background investigation including polygraph exam; psychological exam; and a medical exam which includes a drug screening test.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States.

\*\*\*THE CITY VALUES DIVERSITY IN ITS WORKPLACE AND COMMUNITY. MINORITY AND WOMEN CANDIDATES ARE INVITED AND ENCOURAGED TO APPLY. THE CITY OF WOODLAND IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, AGE, OR DISABILITY. \*\*\*

City of Woodland

**JOB DESCRIPTION**

Title Police Lieutenant

Department Police

Exempt/Non-Exempt Exempt

Reports to Police Chief

Pay grade Police Lieutenant

Effective Date Updated Jan, 2022

General Position Summary:

Under the direction of the Police Chief, plan, organize and direct the day-to-day operations and investigations sections of the Woodland Police Department.

Distinguishing Characteristic:

Police Lieutenant is distinguished from Police Sergeant in that the former is responsible for determining department objectives within the scope of the department's mission and directing sergeants.

Police Lieutenant is distinguished from Police Chief in that the latter is responsible for leading the Woodland Police Department and the former is responsible for overseeing the core operational responsibilities within the department.

Essential Functions/Major Responsibilities:

- Plan, organize, coordinate and manage the operations of the Police Department including; patrol, investigation, and administrative services activities. Act as Police Chief in the absence of the same.
- Assist in the recruitment and selection of Police Department personnel; supervise and evaluate the performance of assigned personnel at specific intervals; provide career counseling to subordinates as necessary or requested; recommend disciplinary measures including reassignment or termination to the Police Chief.
- Evaluate and determine training needs of the department and assure police standards and certifications are maintained.
- Attend meetings and conferences pertaining to department operations, the criminal justice system and the general public.
- Establish and maintain effective working relationships with department and city staff, other agencies, news media, elected officials and the general public; coordinate task forces and other cooperative law enforcement efforts with other agencies.
- Review reports of subordinates to assure continuity and content.

- Perform various police duties necessary to enforce City, State and Federal laws, provide cover and assistance to other officers involved in hazardous police operations; supervise and participate in search warrants and tactical operations; execute powers of arrest and control rights advisement and arresting persons.
- Perform duties using deadly force to subdue suspects; defend self with or without weapons and discharge firearms in multiple scenarios.
- Evaluate methods, policies and procedures, and personnel training needs; recommend changes for department improvement and efficient operations.
- Assist in the development and implementation of goals, objectives, policies and priorities for assigned programs; coordinate, organize and schedule personnel and other resources to achieve departmental goals; assign work activities, projects and programs, review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Assist the Police Chief in the administration of the annual budget; approve expenditures for staffing, equipment, materials and supplies.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Prepare statistical reports for Chief
- Other duties as assigned

Secondary Functions:

- Provide citizen education about public safety
- Participate in community events

Job Scope:

This position involves a wide diversity of work situations. The Police Lieutenant is responsible for developing policies and objectives. The incumbent is partially accountable for long range operational and strategic planning for the department and makes recommendations regarding department budget and policy. A high degree of complexity is involved in being able to interpret the facts in any given case, and in being able to communicate effectively with the public in difficult, hostile, or frightening situations. The incumbent must effectively communicate with department personnel. The incumbent will perform duties with little direction given. Work is normally not checked by a supervisor but may be reviewed by the Police Chief in certain situations. An error in work could potentially mean the life and safety of those in the community, and/or could result in the incorrect processing of criminal cases. Errors may also affect the efficient operation of the department and could result in legal action against the City and substantial financial liability.

Supervisory Responsibility:

This is a supervisory position under direction of the Police Chief. The Police Lieutenant directly supervises all police sergeants and detectives, and indirectly supervises patrol officers, and administrative staff. Supervisory responsibilities

include providing daily work direction, approval of absences or overtime, providing recommendations and/or approval regarding hiring, terminations or job changes, providing training and performing evaluations.

Interpersonal Contacts:

This position involves frequent communication with others both inside and outside the City. Internal contacts are usually made with Police Department staff or supervisors. External contacts are made with a wide variety of individuals and groups including citizens, other emergency staff, and various state and federal agencies. Usually contacts are made on the incumbent's own initiative. These contacts frequently contain discussion about confidential or sensitive matters, necessitating discretion at all times. A large majority of contacts are made face to face with the public, but also may be made on the phone or by email. The Police Lieutenant also must be able to communicate by radio.

Specific Job Skills:

Job Specific Skills and Knowledge:

- Supervisory and management skills
- Skills in critical incident management
- Skills in policy and budget development
- Respond to requests and inquiries from the general public
- Knowledge of and ability to interpret and apply federal, state, and local laws governing traffic, drug possession and use, and general behavior
- Understanding of City landmarks and geography; understanding of general geography of neighboring cities/counties
- Working knowledge of word processing and spreadsheet software
- Safe and efficient driving skills in both stressful and non stressful situations, and in adverse conditions
- Excellent physical condition
- Excellent analytical, investigative and interrogation skills; attention to detail
- Ability to efficiently and effectively use firearms
- Criminal case preparation and procedures
- Ability to operate various electronic devices including two-way radios, tasers, radar speed units, cameras, etc.
- Ability to physically subdue violent or fleeing criminals
- Ability to remain calm, think clearly, and act quickly in emergency situations
- Ability to use courage and discernment in dangerous situations
- Ability to use tact and communicate effectively with the public and coworkers
- Ability to communicate and/or negotiate with dangerous, angry, and/or frightened individuals

Mental Activities:

- Interpersonal, teamwork, and customer service skills
- Ability to speak, understand, read, and write English
- Supervisory, management, and training skills
- Problem analysis and decision-making skills
- Training, teaching and presentation skills
- Ability to exercise independent judgment and/or independent action
- Ability to exercise discretion in sensitive or confidential matters
- Mentoring skills
- Ability to perform basic math (add, subtract, multiply, and divide)
- Ability to perform advanced math (analysis, statistics, significant data or number manipulation)

**Physical Activities:**

- Frequent standing, walking, sitting, hearing, repetitive motions of the feet, hands and wrists, handling, feeling
- Ability to push, pull, lift, and carry at least 30 pounds
- Ability to drive various automobiles, off-road vehicles, bicycles
- Ability to operate various weapons
- Ability to apprehend, restrain, subdue, and otherwise handle violent individuals
- Physical stamina and agility to perform physical activities such as climbing, running lifting, holding, crouching, getting in and out of vehicles
- CPR for sustained periods or intermittently
- Ability to use all senses to a high degree necessary to assess a situation for significant elements or potential dangers

**Education and/or Experience:**

- Baccalaureate degree from an accredited college or university with major emphasis in criminal justice, police science, administration of justice or a related field, and
- Seven (7) years of experience in police work, one year of which must have been equivalent to Police Sergeant or higher, and
- Completion of the basic law enforcement training academy or equivalent, or
- An equivalent combination of education, training and experience.

**Job Conditions:**

The current working hours for this position are ten (10) hours per day, four days per week. On-call status may be required. The incumbent may be exposed to noise, hazardous chemicals, burning buildings or fields, confined spaces, adverse conditions, communicable diseases, possible verbal and/or physical abuse from hostile or disoriented individuals, dealing with armed or otherwise dangerous persons and threat to personal safety. The position will frequently deal with sensitive, highly emotional and stressful situations. Heavy manual

labor, heavy lifting, and constant standing may be required. The position also requires extensive computer work, with eight or more hours a week being devoted to clerical duties. The incumbent will be required to testify in court as necessary in various cases. The Police Lieutenant is responsible for the various equipment, weapons, and/or vehicle under his or her control, and for the handling of highly confidential records. This position is responsible for the operations of the staff under his or her supervision.

Dated this 7<sup>th</sup> day of January, 2022

Lieutenant