



POSITION DESCRIPTION

POSITION:	LIEUTENANT	CIVIL SERVICE:	YES
DEPARTMENT:	POLICE	FLSA EXEMPT:	YES
DIVISION:	ADMINISTRATION	UNION:	N/A
REPORTS TO:	POLICE CHIEF	PAY GRADE:	PL

FUNCTION:

Performs work under general direction; to assist in the planning, organizing, and directing of municipal crime prevention and law enforcement activities within division SOP's rules and regulations, and the State Code of Iowa; to do supervisory police work as commander of an assigned section or unit; to serve as relief commander to a superior officer, and to do work as required.

SUPERVISES:

Sergeant-Administration
Records Personnel

EQUIPMENT USED:

Firearms, radios, radar unit, camera, recorders
fingerprint equipment, computer, and police
weapons. See division inventory list for detail.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Determines need for police action and assigns and directs subordinates
- Assists and coordinates with other city departments as needed
- Assists the public by responding to inquiries, answering questions, and delegating complaints to the appropriate division
- Coordinates activities with other city, county state, and federal law enforcement agencies
- Determines needs of, prepares plans, and gives instruction to officers on special city events or projects
- Manages critical incidents
- Oversees monthly roll call training and quarterly in-service training and documents same
- Administers division budget under direction of the Chief of Police
- Completes required reports and communications as needed
- Apprehends and arrests law violators
- Appears in court to present testimony and evidence
- Responsible for planning and monitoring department programs and corresponding budget line items as assigned
- Coordinates departmental training needs consistent with State code and ILEA requirements
- Oversees the procurement and build-out of new police patrol vehicles
- Oversight of animal control program and contact with ARL as required
- Oversight and management of compliance checks
- Responsible for/delegates building maintenance needs
- Approves all open records requests

- Researches testing and evaluation opportunities
 - Oversight and management of annual policy review by all sworn personnel
 - Meet with training experts within the department, review and approve training outlines
 - Ensure documentation of training in training database
 - Review and recommend training from outside sources
 - Attends administrative meetings
-

ENTRY REQUIREMENTS AND SKILLS:

Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Public or Business Administration, or other related field supplemented by courses in police science and administration; plus two years of supervisory experience as a sergeant with the Ankeny Police Department.

Knowledge of criminal law and investigations and crime prevention methods; knowledge of the causes and prevention of delinquency; knowledge of modern criminal identification and records methods and procedure; knowledge of the rules of evidence and of the laws governing the custody of persons; ability to analyze law enforcement problems and plan and supervise solutions; ability to plan and coordinate the work of a number of subordinate police officers; ability to prepare accurate and comprehensive reports; ability to establish and maintain effective working relationships with subordinates, other officials, and the public.

REQUIRED SPECIAL QUALIFICATIONS:

- Shall be able to maintain a valid motor vehicle operator's license issued by the State of Iowa.
 - Shall be able to maintain an Iowa Professional Permit to carry weapons.
-

WORKING CONDITIONS:

- Works in office environment unless called to emergency situations.
 - Periodically called during off-hours to deal with emergency situations.
 - May be required to work in outside environment in extreme weather conditions
-

PHYSICAL REQUIREMENTS:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to lift 40 pounds above the waist.
- Must maintain regular and reliable attendance at work.