



## **JOB DESCRIPTION**

Title: **LIEUTENANT**  
Department: Police  
Class Code: 3370  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1982 (Rev. 12/2008)

### **GENERAL PURPOSE**

Under general supervision from the Assistant Police Chief, performs supervisory and technical police work in insuring the effective operation of the Murray City Police Department.

### **ESSENTIAL DUTIES**

(Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

- Supervises Detective and Patrol Sergeants; coordinates with VECC; coordinates with the records division supervisor; trains, evaluates, and disciplines employees; provides administrative services as the division commander; handles difficult problems that Sergeants are unable to solve; administers civilian ride along program.
- Administers internal affairs function for Murray City Police Department; interviews officers for information.
- Participates in personnel actions such as recruitment, selection, promotion, transfer and discipline in order to maintain effective and efficient work force.
- Coordinates training for the department by scheduling schools or workshops for individuals based on specific needs; monitors POST certified training accumulated by each officer to assure that the amount required by law is obtained.
- Performs investigations of known or suspected criminals or facts of particular cases to detect planned criminal activity or indication of such activity; reviews offense reports and screens information for news releases.
- Represents the Police Department at public meetings on special topics of interest or on law enforcement in general.
- Provides assistance to the Patrol Division by being available for calls or backup when other officers need assistance; maintains and updates all warrant lists.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation bachelor's degree in criminal justice or related field plus two (2) years as a Sergeant OR 60 semester or 90 quarter hours or an associates degree in criminal justice or related field plus three (3) years as a Sergeant OR no college credit and four (4) years as a Sergeant.

### Special Requirements

- Must be POST certified; must have a valid Utah Driver License.

### Necessary Knowledge, Skills and Abilities

- Thorough knowledge of local, state and federal law enforcement; thorough knowledge of police terminology and police practices; considerable knowledge of court procedures, rules of evidence and proper testimony; job specific knowledge of city geography, persons, and places with which officers must deal on a daily basis.
- Skill in the operation of firearms; skill in carrying out a variety of police procedures as developed through training and experience.
- Ability to create effective working relationships with employees; ability to communicate both verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Police car, police radio, handgun and other weapons as required, pager, personal computer including word processing software.

## **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 individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 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 individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat.
- The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_