SURFSIDE POLICE

DAVID ALLEN
CHIEF OF POLICE

JOB DESCRIPTION/JOB TASK ANALYSIS

Job Title: LIEUTENANT

Reports to: CAPTAIN

Type of Position: FULL TIME **Hours per Week: 40** **EXEMPT**

General Description:

The Police Lieutenant is a member of the Command Staff under the supervision of the Chief of Police or the Police Captain within the Police Department. The Lieutenant provides oversight and supervision for the operations of the Support Services Division, or the Operations Division (uniform patrol and criminal investigations) to include personnel (both sworn and civilian), staffing, budgeting, discipline, training, problem solving, and ensuring departmental law enforcement activities, directives, and policies are performed in an effective/efficient manner in accordance with appropriate laws, codes, ordinances, regulations, accreditation standards, certifications, and validation programs.

Work Experience/Requirements:

- High School Diploma or General Education Diploma (GED)
- Law Enforcement Certification by the Florida Criminal Justice Standards and Training Commission (CJSTC)
- Advanced Managerial and Leadership Training Programs

(A comparable amount of training, education and/or experience can substitute for the minimum qualifications.)

Job Task, Policy and Proficiency

ID	Statement	Performance Standard
TASK		
ALL1000	Complete assignments as directed	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
ALL1001	Maintain work areas	The member ensures that their work area is clean, organized, safe and presentable in accordance with agency policies and procedures.
ALL1002a	Participate in meetings/training and community relations activities if applicable	As applicable, the member actively participates in meetings/training as directed or as required and in accordance with established agency policies/procedures, and disseminates information received to agency members as appropriate.

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		The member may also actively participate in community relations activities in order to promote and enhance the vision, goals, and objectives of the department in conjunction with the needs of the community.
ALL1003a	Complete, update, submit required reports/documents/forms	The member will thoroughly and accurately complete, update, and submit or forward all required reports, documents and forms to the appropriate authority/personnel in a timely manner pursuant to applicable state regulations and in accordance with agency policies and procedures.
GS1152a	Prepare/revise shift/zone	The member will accurately generate/modify a shift schedule detailing the work schedule for all designated personnel for the specified week/month/cycle in accordance with agency policy, ensuring proper coverage for all shifts. The member prints and disseminates completed shift schedules to all applicable personnel/units.
LE5011	Provide assistance to other units.	The officer / supervisor immediately responds to calls for assistance, providing the officers with the assistance required to safely resolve the situation in accordance with agencies policies.
LE5080a	Prepare reports and/or affidavits/legal documents	The member collects complete and accurate information and prepares clear, concise reports, supplemental reports and/or court petitions/affidavits (if applicable) in accordance with agency policy and state and/or federal statutes.
SP7000	Conduct progressive discipline within agency guidelines.	The supervisor effectively modifies subordinate behavior within agency guidelines to achieve conformity with department job performance requirements and policy.
SP7001a	Conduct/supervise employee performance evaluations.	The member conducts special, probationary, annual and other required evaluations to assess subordinates performance and plan performance improvement strategies. The member also solicits or provides information/input regarding subordinate member performance as requested. Evaluations are conducted according to agency evaluation schedule, guidelines and policies and if applicable, includes a career counseling session with the member.
SP7001c	Review personnel evaluations of staff/subordinates	The member reviews all applicable personnel evaluations in accordance with agency policies to ensure that evaluations are comprehensive, fair and impartial, and accurately reflects job member performance.
SP7003	Assist superiors in making decisions on issues where no guidelines or policy exists.	The member will research and analyze the issue / problem at hand and provide superiors with valid and defensible information / data in oral or written format as requested, in order to assist in arriving at the most appropriate decision consistent with agency mission, goals, and the law.

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SP7004	Review completed work assignments by employees for achievement of task and objectives	The member will review completed work assignments / products for accuracy and achievement of all objectives, providing the originator with appropriate feedback to encourage task completion according to desired specifications.
SP7005	Respond to citizen and community needs, complaints and conflicts	The member effectively responds to citizen and community needs and complaints in timely manner so that a satisfactory level of community understanding and cooperation will be achieved and conflicts resolved.
SP7007	Resolve conflicts among personnel	The member applies the appropriate techniques consistent with agency policies if applicable, in order to successfully identify and resolve personnel conflicts without causing disruption to the effectiveness of the work area.
SP7008	Assign and direct subordinates	The member will assign subordinates/other personnel as applicable to tasks / projects based on ability and staffing resources. The member will effectively direct assignments to ensure goal achievement consistent with agency policies.
SP7009	Motivate staff and fellow employees	The member directs, modifies, and controls/encourages member behaviors to achieve the stated goals and fulfill the mission of the agency.
SP7010	Implement changes and new programs as directed.	The member efficiently and effectively implements changes and new programs exactly as directed by superiors within the time frame specified in accordance with agency policies.
SP7011	Inform superiors of events and activities in progress.	Accurate information addressing events or critical issues is accumulated and disseminated to higher authority without delay.
SP7012	Counsel employees to improve work productivity.	The supervisor resolves any performance problems through effective counseling consistent with agency policies in order to improve productivity.
SP7013	Enforce health and safety regulations as required.	The member will ensure that their area of responsibility is in complete compliance with health and safety regulations in accordance with established agency policies, OSHA, and any other applicable regulatory body regulations.
SP7018	Demonstrate positive working relationship with colleagues and other units within the agency.	The member works effectively with other agency personnel in order to maximize work area output and services consistent with agency policies.
SP7019	Provide leadership on employee assignments.	The member applies appropriate combinations of supportive and directive behaviors towards members in order to enhance goal attainment and foster positive morale.
SP7020	Develop and/or maintain a system for maintaining/archiving various records, tapes, logs.	The member develops and/or maintains a system designed to facilitate efficient, secure, and systematic document storage and retrieval consistent with the duty assignment and all applicable laws.

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SP7025	Inform colleagues and staff of actions taken, decisions made and potential problems	The member will ensure that continuity and operational efficiency is obtained through accurate and timely dissemination of information consistent with agency policy and procedures.
SP7026	Recommend changes in working conditions for improved staff work output	The member will monitor and recommend changes in working conditions and/or procedures to encourage improved staff output in accordance with agency policies.
SP7027	Liaison with intra/inter agency personnel	The member will initiate, develop, and maintain channels of communications and work effectively with inter/intra agency personnel in order to achieve objectives and goals and better serve the needs of the agency and/or community.
SP7029a	Maintain current knowledge of State/Federal Statutes and regulations	The member undertake all the required activities to maintain up to date knowledge of any mandated/proposed changes to current local, State and/or Federal Statutes and other governing bodies regulations affecting the incumbent's job duties and area of responsibility.
SP7029b	Provide information to staff regarding law and policy	The member will inform and explain to all staff both verbally and in writing any changes in procedure, policy, and laws immediately upon receipt of written directives or memos describing such changes. If applicable, the member will request and receive written acknowledgement of any such changes from all staff members and will monitor their conformance with these changes to ensure compliance. As applicable, all changes in policy, procedure, and laws will be posted in an area where they are visible to all staff members.
SP7036	Develop/assist in development of budget request.	The member will provide input and/or develop budget requests which provide for adequate expenditures and prioritize needs based upon an analysis of bureau/department objectives and job performance requirements consistent with agency policies, goals, and mission.
SP7041	Monitor officer's activities and events in progress.	The supervisor will remain informed as to officers' activities and events in progress, make correct determinations of actions to take, and direct subordinate activities as required in accordance with agency policies.
SP7044	Direct / coordinate on-scene activities / operations.	The supervisor will direct and coordinate on-scene activities or operations to effectively resolve the situation in the shortest time possible without any injuries to personnel or the public, without any property damage, and in accordance with agency policies.
SP7046a	Conduct on-the-job training.	The member regularly observes and documents member task performance, identifying and analyzing performance deficiencies. The member provides trainee with verbal/written information and demonstrates the correct performance, then critiques the trainee performance with positive or corrective feedback as required.

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SP7046b	Train new staff	As applicable, the member provides accurate and complete information and coaches new members or volunteers in order to ensure task performance is to standard and in accordance with agency policies.
SP7046c	Recommend/provide remedial training	The member will recommend and/or provide and document effective and timely remedial training as required to improve performance.
SP7046d	Coordinate training for subordinate personnel	The member coordinates and arranges training for their subordinates with the appropriate training bureau personnel to ensure that all subordinates fulfill the applicable training requirements.
SP7046e	Forward training information/records	The member ensures that all pertinent training related documentation is forwarded in a timely manner to the appropriate department personnel.
SP7047a	Explore training options for staff	The member will identify and review existing training options for designated staff in their area of responsibility based on an expressed or perceived need. The member will develop and conduct appropriate training within their realm of expertise if appropriate and/or other resources are not available.
SP7047b	Make recommendations to superiors as to unit training needs and resolution.	The supervisor will research training needs and make the appropriate recommendations to superiors in order to resolve any current or potential performance deficiencies in accordance with agency policies and applicable state/federal statutes and/or laws.
SP7047c	Monitor training status and progress of new employees	The member will monitor the training status and progress of new members to ensure that they are receiving appropriate training and are able to incorporate this training into their daily work activities to become productive members of the department.
SP7053	Perform duties during absence of supervisor/superior/co-worker	The member will possess sufficient knowledge and will correctly perform all the designated duties and assume all responsibilities as required in the absence of the assigned supervisor/superior/co-worker or during periods of work overload in accordance with agency policy, and procedures.
SP7056a	Review/approve training requests	The member will carefully review all training requests and will approve/disapprove them based on budgetary considerations, job relatedness, current member performance, potential benefits to the agency, mandatory training requirements and/or other relevant factors in accordance with agency policies.
SP7056c	Review/approve overtime	The member will appropriately approve/disapprove overtime requests after verifying a legitimate need for the member(s) to work additional hours.
SP7056d	Review/approve equipment/supplies requests	The member will review requests for equipment/supplies and will approve/disapprove the request based on agency/work area priorities and other relevant factors in accordance with agency policies and procedures.

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SP7056e	Review/approve vacation and/or leave requests.	The designated member or supervisor will review member vacation and/or leave requests, granting or refusing such requests in accordance with agency policies and staffing levels. If required, the member will also maintain an up to date calendar reflecting all approved member vacation/leave requests.
SP7056j	Review daily shift/incident/disciplinary	The member will ensure the review daily shift reports including, but not limited to incident/offense reports and disciplinary reports on a daily basis and will approve the reports if appropriate or will return them to the originator for revision if deficient. The member will also determine appropriate disposition and will ensure that corrective measures are carried out in accordance with agency policy.
SP7058	Participate in hiring/promotion/transfer of personnel	The member will properly develop/assist in development of selection and/or promotion/transfer processes/criteria in accordance with agency policies/procedures and/or will actively administer or participate in the selection process to help identify the most appropriate individual for hiring, promotion or transfer.
SP7102a	Review and research policy, procedure, and/or legal issues.	The member will research and compare current policies and procedures with federal and state law and/or accreditation standards, identify any inconsistencies and recommend changes.
SP7102c	Monitor compliance of new and current policies, regulations, laws, and procedures as required.	The member ensures that all personnel are in compliance with and have knowledge of current or new policies, procedures, regulations, and laws.
SP7106b	Deploy personnel in emergency or disaster situations.	The member will deploy a sufficient number of appropriately trained personnel to adequately respond and control an emergency / disaster situation while minimizing any potential property damage and injuries, to personnel or the public, in accordance with agency policies.
SP7112	Recommend employee commendations	The member will recognize outstanding subordinate performance that is well above and beyond expectations, constitutes an act of bravery, results in the saving of a life or any other qualifying act/behavior that reflects positively on the individual and/or the agency and will recommend appropriate commendation consistent with agency policy.
SP7201	Conduct/attend staff/component meetings/briefings	The member will conduct/attend staff meetings/component meetings or briefings as needed or required with representatives from other work areas to facilitate improved communication and working relationships.
SP7205	Conduct pre shift briefings	The member will conduct pre shift briefings and will communicate all pertinent information relative to the operation of the shift to subordinate personnel to ensure the operational effectiveness of the work unit.

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SP7208	Respond to personnel grievances/complaints	The member will respond appropriately to personnel grievances/complaints in accordance with agency policies/procedures and in a timely manner.
SP7209	Schedule/coordinate work flow	The member schedules/coordinates work flow to maximize operational efficiency and effectiveness while maintaining a high standard of quality.
POLICY		
PL2001	Message return/follow-up	As applicable, the member will check their assigned mailbox, telephone/electronic messages and any designated bulletin boards according to the established schedule or designated frequency for each. The member will return any telephone messages in a prompt and professional manner and will respond accurately and appropriately to any information contained on the bulletin board or received via mail or newsletter.
PL2002	Contact with public	The member demonstrates a polite, helpful, courteous, proud, productive, and professional image when engaged in their assigned duties with the public consistent with agency policy.
PL2003	Operation and care of equipment	The member properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters. If applicable, the member checks to ensure all assigned equipment is present and operational, and documents/reports any required repairs in a timely manner and in accordance with agency policies.
PL2004	Use of force	The member utilizes only the necessary force required for the situation as specified within the use of force continuum and in accordance with agency policies. The member also abides by all departmental policies concerning agency authorized weapons and ammunition if applicable.
PL2005	Pursuit	The member complies with agency pursuit guidelines when initiating or engaging in a pursuit.
PL2006	Human diversity awareness	The member demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public, students and colleagues.
PL2008	Accepts supervision and direction	The member adheres to the chain of command, and accepts constructive criticism to improve job performance. The member responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.

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PL2014	Abide by Code of Ethics	The member will conduct him/herself in an ethical and professional manner, abiding by the established code of ethics as stipulated in the PGO Manual.
PL2015	Leave and Attendance	The member will follow all leave and attendance related policies/procedures, including, but not limited to submission of vacation and personnel requests and if applicable, the notification of supervisor regarding absence from work due to illness or untimely incidents, notification of supervisor concerning overtime hours worked, and notification of supervisor regarding after hours.
PL2016	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency policies and procedures.
PROFICIENCY		
PR1	Officer safety	The member is cognizant of and demonstrates appropriate officer safety guidelines/techniques at all times.
PR107	Knowledge of General Orders/Policy/Procedure manuals	The member has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing if required and in daily operations.
PR19	Human resource management	The member effectively manages, directs, and develops personnel resources in order to achieve the desired objectives, goals, and mission of the department.
PR2	Knowledge of geographical jurisdiction	The member is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction, or, as applicable, within their respective school zone or area of responsibility.
PR20	Time management skills	The member efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR21	Leadership skills	The member demonstrates the appropriate combination of supportive and directive behaviors in order to accomplish the desired objectives and goals.
PR22	Motivational skills	The member is able to elicit the desired member behaviors in order to achieve goals and objectives in a team oriented environment.
PR23	Inter-personal skills	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR3	Radio communications	The member utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligent manner under all conditions and at all times.

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PR31	Problem solving	The member has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR42	Team building skills	The member demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR4a	Verbal communications	The member conveys verbal information / instructions / directives / commands in a clear, concise, and intelligent manner.
PR4c	Written communications	Written communications are accurate, concise, legible, and timely.
PR4d	General comprehension skills	The member has the ability to understand directions and instructions, formulate and translate plans into actions, and process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	The member is knowledgeable in local, state and federal statutes that pertain to their respective area of responsibility
PR52f	Knowledge of probable cause	Given most situations, the member is able to correctly determine whether or not the statutes governing probable cause apply. Situations in which probable cause is difficult to determine, the officer requests direction from either a superior or an authorized SAO official.
PR6a	Driving	The member maintains control of the vehicle in all situations under varying weather conditions, adhering to all traffic laws as per cal/incident classification.
PR7a	Defensive / control tactics	The member is able to subdue and control persons utilizing only the force necessary and without causing undue injury to, or violating the rights of the persons and himself.
PR86a	Firearms proficiency	The member qualifies on the target range and or simulator, scoring at or above the specified minimum.

Reviewed by: Lieutenant John Bambis
Approved by: Chief David Allen
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