CITY OF PORTLAND, OREGON **30000299**

POLICE LIEUTENANT

FLSA Status: Exempt
Union Representation: Portland Police Commanding Officers Association

Class Summary:

This is supervisory and limited administrative police work. Employees occupying positions of this class are responsible for performing supervisory and limited administrative duties of a line or staff nature. Some positions of this class may serve as a commander of a precinct on an assigned shift in the absence of a Captain or may assist a Captain with the administration and supervision of subordinates. Some positions may serve as supervisors of units designed to support and augment field operations. Some positions may perform specialized administrative duties designed to improve effectiveness of the entire Bureau and reports to a Deputy Chief or the Chief. Work is performed with considerable independence within the guidelines of Bureau policies and under the direction of a superior officer. Work is reviewed for accomplishments of objectives and for effective law enforcement services provided by the unit supervised.

Examples of Work:

Commands a unit or an assigned shift; acts as second in command to a Police Captain, or serves as an Aide to a Deputy Police Chief.

Plans, organizes, and assigns work to subordinate officers; prepares plans for handling special events.

Reviews reports of subordinate officers and takes corrective action, where necessary, to insure compliance with departmental rules and regulations and with effective law enforcement practices and procedures.

Studies law enforcement problems and recommends actions for more effective law enforcement programs; keeps Police Sergeants and other subordinate personnel informed of new laws, court decisions, Police Bureau policies and problems.

Prepares or supervises the preparation of records and reports, and prepares official departmental correspondence.

Coordinates the work of a support unit with the appropriate line division(s), and devises procedures and methods to increase the efficiency of the unit.

Establishes and maintains communications with community organizations and other groups.

Participates in the personnel processes; makes recommendations on appointments, promotions, transfers, disciplinary actions, and discharges; and prepares or reviews the preparation of work and time records.

Reviews the effectiveness of a police unit and administers a program to develop and improve the unit through guidance, instruction, and encouragement of participation in the training programs.

Not all the work performed is specifically described. Not all tasks are done at all work locations.

Knowledge, Skills and Abilities: **(At time of appointment)**

Considerable knowledge of modern police methods and procedures and of the rules and regulations of the Police Bureau.

Considerable knowledge of applicable laws and ordinances, of the principles of crime and accident investigation, of the techniques of interrogation, and of the preservation of physical evidence.

Considerable knowledge of the techniques of crime prevention, of the principles and practices of criminal identification, of the behavior of criminals, and causes underlying criminality.

Skill in planning, directing and coordinating the work of subordinates.

Skill in analyzing situations quickly and objectively and determining a proper course of action.

Skill in establishing and maintaining effective working relations with subordinates, public and private officials, and the public.

Skill in participating effectively in Bureau level management functions.

Skill in operating assigned equipment skillfully, safely, and in conformance with applicable laws or regulations.

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Class History:

Adopted: 02-17-76
June 2009 - Change Job Class number from 5137 to 30000299, due to system change.