

**GRANITE SCHOOL DISTRICT  
Classified Employee Job Description**

**Title** Police Lieutenant

**Supervisor's Title** Police Captain

**Date Prepared** 3/99 **Date Reviewed** \_\_\_\_\_ **Date Reviewed**

**Employee/Incumbent Review** \_\_\_\_\_ **Immediate Supervisor Review**

**Dept Aprvl** \_\_\_\_\_ **GCEA Review** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl**

**Location** \_\_\_\_\_ **Lane**

**Implementation Date** \_\_\_\_\_ **ADA Review**

**Job Summary**

The Police Lieutenant performs a variety of both administrative and field supervisory functions. Directly supervises the Police Sergeants and oversees their supervision of the individual police officers in the day-to-day delivery of police services to the students,, staff,, teachers,, administrators and patrons of Granite School District. Enforces and/or supervises the enforcement, by Police Department personnel, of school district policies, as well as, local, state and federal laws and ordinances. Receives and investigates citizen complaints concerning subordinate police personnel. Maintains department continuity in the absence of the Police Captain and/or Chief of Police. Provides assistance in implementing sound crime and violence reduction programs, including components of a safe school climate, community involvement, building design, building security, and the fostering of strong, cooperative relationships between schools, police and courts.

**Essential Functions**

1. Assists the Chief of Police and Police Captain in overseeing and supervising the daily operation of the Police Department and the Police Electronics Department. Supervises the Police Sergeants directly and assists them in their supervision of all police officers and reserve police officers. Acts as liaison between the Chief and Captain and the Sergeants, officers and other Police Department personnel. Passes on information, makes special assignments, answers questions and gives advise and counsel to subordinates.
2. Assists the Police Captain in the supervising the initial field training of all new police recruits and reports periodically to the Captain as to each officer's progress. Assists the Police Captain in reviewing police officers' Daily Activity Logs, Incidents Reports and Dispatch Logs, to identify current problem areas and special needs of a police nature, within the school district. Then meets with Police Sergeants to discuss appropriate ways

of addressing these problems and needs through effective deployment of Police Officers and department resources.

3. Maintains the Police Department "Policies and Procedures" manual. Adds and deletes material when appropriate and assures that all officers' copies are complete and accurate.
4. Testifies in criminal court proceedings when appropriate. Investigates citizen complaints against Police Department Personnel and, if warranted, assists Chief and Captain with disciplinary actions. At the direction of the Chief of Police investigates staff and, when necessary, attends and testifies at resulting disciplinary and/or dismissal hearings and other related court proceedings.
5. Responds to emergency calls, such as crimes-in progress, injury accidents, etc. Responds to major incident scenes and ultimately assumes command of the scene, unless or until relieved by the Captain or Chief. Apprehends and/or supervises the apprehensions and arrests of suspects in many types of criminal behavior. Counsels with disruptive/problem students. Enforces and/or supervises enforcement of all applicable city, county, state and federal laws and ordinances, as well as, Granite School District policies.
6. Submits information for the Shift Supervisor's Log for use in shift briefings etc. Submits Initial and Supplemental Reports when applicable.
7. Confers with school staff and administrators to discuss matters of mutual concern, plan for special needs and events, report on progress and findings of investigations and gives professional advise on police related matters.
8. Attends monthly staff meetings with Police Department Administration, to discuss personnel issues, department policies, special needs or concerns, and to set goals and plan for future growth and development.
9. Subject to off duty call-out and works a substantial number of irregular hours responding to calls assisting other officers and/or supervisors in the event of an emergency. Carries a belt pager and mobile phone.
10. Gives lectures/seminars on such subjects a "Gang Awareness" and "Safe School Policies" to various school, civic or church groups. Serves on a variety of committees that require attendance at numerous meetings. Attends and monitors School Board Meetings at the request on the Superintendent.
11. Sits on the initial and final Oral Interview Board, charged with the interviews and selection of candidates for the position of Police Sergeant, Police Officer, Dispatcher and Secretary.
12. Performs background investigations of prospective Police Department, school and district personnel.

13. Assists other local law enforcement agencies when help is requested or otherwise deemed appropriate.
14. Covers patrol shifts for Sergeants, as needed, during periods of vacation, sick leave, training, etc. Maintains continuity of Department operations in the absence of the Chief and Captain.

### **Required Knowledge, Skills and Abilities**

Must have the ability to work well and effectively communicate with district staff and administrators. Must have the ability to act independently and make critical decisions, based on knowledge and experience. Must be skilled in operation of in-car, lap-top computers, for the purpose of generating reports and communicating by e-mail, etc,. Must also have a basic knowledge of the operation of electronic and wireless communication systems. Needs ability to communicate both orally and in writing to a variety of racial and ethnic groups along with those groups and individuals from various social and economic. Must be able to relate, in a positive manner, with youth, parents and school personnel. Must be able to supervise subordinates, delegating responsibility and authority as warranted. Must be able to remain calm and give clear, concise and appropriate directions when faced with volatile or potentially volatile situations. d. Requires computer keyboard skills at 40 wpm.

### **Minimum Entrance Requirements for Education**

High school diploma or equivalent plus successful graduation from the Utah Peace Officer's Standards and Training (P,O,S,T,) Police Academy or equivalent, and be currently certified as a Peace Officer in the State of Utah. Must acquire a minimum of forty hours of approved training per year, to maintain Peace Officer Certification. At the discretion of the Chief of Police, incumbent is required to attend conventions, seminars and professional workshops throughout the year to receive formal training related to various facets of law enforcement. This training is in addition to the forty hours mandated by the State.

### **Minimum Entrance Requirements for Prior Experience**

Five years of job related law enforcement experience as a police officer with a school district police department of comparable size to that of the Granite District Police Department, with at least two of these years at the rank of sergeant.-- all with demonstrated competence..

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Assists sergeants in deciding appropriate reactions to difficult situations. Assists with employment, retention and promotion decisions. Assists in determining training needs for sergeants and officers. Assists subordinate personnel with their decision making responsibilities.

Some judgment calls must be made in short time frame when consequences of delay are costly.

### **Supervision**

Must continually train and educate the sergeants in the areas of decision making and problem solving under conditions of stress and duress. Must be personally acquainted with subordinates and their individual strengths, weaknesses, abilities and job performance, in order to be effective in assisting the Chief or Captain at times of job assignment, promotion or discipline etc.. Oversees the training of new police officer recruits and monitors their progress. Ultimately responsible for the actions and safety of other subordinate police personnel and the safety and security of district facilities and personnel. Must operate at a high level of awareness and alertness, as it is impossible to anticipate what may be encountered during a tour of duty,

### **Working Environment**

Works indoors and outdoors in all types of weather. Often exposed to situations and conditions potentially hazardous to life. Danger is often present during incidents of crimes-in-progress, such as burglary, and gang and drug/alcohol related activity. Responding to burglar alarms and the inherent searching of large, dark buildings involves a high degree of risk. - Frequently alone in the field with back-up some distance away. May have to act alone in dealing with a crime involving violence. Likely to come in physical contact with person(s) with communicable diseases. The Police Lieutenant does, in fact, meet with the same dangers, hazards and responsibilities of any other police agency supervisor. Must be available for 24 hour call-out, working long, unusual hours, days, nights, weekends and holidays; many times on short notice and under stressful, hazardous working conditions. Must carry a belt pager and/or cellular phone.

### **Physical Demand Characteristics**

Must be physically fit to be able to perform in the job properly, as often much physical exertion is required, such as, chasing fleeing suspects and/or arresting resisting offenders.