City of Bellingham
Classification Specification

CLASS TITLE	**Police Lieutenant**
DEPARTMENT	**Police**
UNION:	**Fraternal Order of Police**
SG:	**1**
CS:	**Y**
FLSA:	**N**
EE04CODE:	**OA**

NATURE OF WORK:

Serves in a leadership role within the Bellingham Police Department performing administrative and management duties with primary responsibility as a shift or division commander.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification function as part of the Police Department's staff management team. This classification is between the Deputy Chief and Sergeant in the chain of command. Serves as shift or division commander on a rotating basis. Works independently with minimal supervision under the direction of a Deputy Chief.

SUPERVISORY RELATIONSHIPS:

Reports directly to the Deputy Chief. Works independently with minimal supervision. Works under applicable state and local laws and regulations, including those pertaining to law enforcement. May supervise the Investigations, Outreach, Patrol, Special Operations, or Office of Professional Resources divisions. Supervises and directs both commissioned and noncommissioned employees of divisions under Lieutenant’s command.

ESSENTIAL FUNCTIONS:

1. Provides leadership within the Bellingham Police Department by modeling ethical conduct, guiding personnel in support of the Department’s Mission, Vision and Values and promoting accountability in daily operations.

2. On a rotational basis, serves as shift commander of the morning, afternoon and night shifts, coordinating City and community resources to address specific community needs and providing effective patrol response to protect lives and property and preserve the peace.

3. On a rotational basis, serves as commander of an assigned division. Under the direction of a Deputy Chief, exercises administrative charge and direction, including planning, development and implementation of special programs and activities.

4. Coordinates the work and exchange of information between shifts and divisions, and devises methods to increase unit efficiency and achieve the Department’s strategic

priorities. Reviews shift or division activities and develops appropriate shift or division direction through guidance, encouragement, instructions and participation in training programs.

5. Plans, organizes and assigns work to subordinates, shift or division. Prepares plans for special events. Reviews crime analysis and responds appropriately, ensuring continuity in mission.

6. Coordinates crime prevention programs and community involvement; establishes and maintains communications with community organizations and groups; and develops action plans to address community safety problems. Participates in public information programs and meets with individuals or groups of people to resolve problems pertinent to justice and order.

7. Initiates appropriate and effective response to emergency situations such as natural disasters, public demonstrations, strikes, riots, major crimes and similar or related incidents. May oversee, command or supervise such incidents or cases.

8. Ensures that complaints against or received by the Department are handled or investigated fairly, promptly and appropriately. Reviews reports, memos and work of staff and takes appropriate action. Prepares or supervises preparation of reports, plans and official department correspondence. May assist the Deputy Chief with internal affairs investigations.

9. Ensures proper handling of evidence and recovered property and supervises auction or other disposition of unclaimed property.

10. Functions in rotation with other staff officers as the Duty Staff Officer (DSO). During such assignment, must be available within the general geographic area by phone or radio and capable of responding within 30 minutes, either in person or by phone or radio, to provide service, receive information, give advice or make command decisions in matters which exceed the authority or ability of subordinates. This assignment encompasses all off-duty hours and days, approximately three months of the year, usually one week at a time.

11. Participates in personnel processes, making recommendations on promotions, transfers, discipline and discharge. Communicates performance standards, prepares and conducts performance appraisals for assigned staff; reviews performance appraisals prepared by subordinates. Proactively provides coaching and takes corrective action when necessary to ensure compliance with Departmental rules, regulations, policies and procedures.

12. Participates in long and short-range planning, including Departmental budgeting. Monitors, authorizes purchases, and is responsible for assigned division budget.

13. Speaks publicly to various community groups and state and national organizations as a Department representative and makes news releases, when required, for all news media.

14. Informs the appropriate command staff of problems affecting the shift, section, Department or community including crime prevention needs. Maintains communication

of essential activities of shift, division or section through discussion, conference or written report. Through research and development, presents plans, solutions, or recommendations.

15. Monitors the preparation and/or processing of reports, court orders.

ADDITIONAL WORK PERFORMED:

1. Authorizes and commits additional staffing as needed. Limited authority to authorize expenditure of Department funds.

2. Occasionally performs the duties and tasks required of the Police Officer, Detective and Sergeant ranks.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES :

Knowledge of:

- A working knowledge of modern police administration and methods, including legal terminology and laws and decisions regarding apprehensions, arrests, interrogation, search and seizure, rules of evidence, unlawful arrest, use of force, traffic control, case investigation and preparation, and crime prevention.
- A working knowledge of local and national issues relating to police work.
- A working knowledge of federal, state and local laws and union contracts.
- A working knowledge of emergency and disaster planning and mobilization; ability to analyze complex law enforcement problems and adopt quick, effective courses of action with due regard for personnel, surroundings and circumstances.
- A working knowledge of local government, city geography and community resources.
- Ability to establish and maintain positive, effective working relationships with departmental personnel, other agencies, officials and the general public from varied racial, ethnic and economic backgrounds.

Skill in:

- Strong management skills including supervisory skills, planning and organizing, problem solving and decision making, interpersonal sensitivity, management control, adaptability/flexibility and time management.

- Strong oral communication skills and ability to write effectively and with clarity.

Ability to:

- Strong leadership ability to develop and enhance the skills of subordinates through example, motivation and training.
- Ability and physical fitness to perform tasks of lower ranks as required to deal effectively with critical emergency situations as necessary.
  Willingness and ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Obtain and maintain Red Cross certification for Infant/Child and Adult CPR and Standard First Aid within 2 years of hire.
- Physical abilities to perform the essential functions of the job including:
- Physical strength to restrain and control persons and physically defend self;

- Manual dexterity to operate a motor vehicle or handle tools and guns in the performance of assigned tasks, including keyboarding, grasping and reaching.
- Occasionally lift, push, carry and pull materials, objects or persons weighing up to 100 lbs using proper lifting techniques;
- Frequently sit, stand, walk or ride a bicycle;
- Occasionally run, jump, climb, balance, kneel, crawl or crouch;
- Frequently communicate verbally;
- Uncorrected vision in either eye of 20/100 or better, vision able to be corrected to 20/20 in better eye and 20/30 in lesser eye. Visual acuity including closeness, distance, color, peripheral and depth perception, with the ability to adjust focus and to read a computer screen and typewritten page.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting and includes sitting for extended periods of time. Also involves working in the field to coordinate policing activities as necessary.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two (2) years of experience as a Sergeant with the Bellingham Police Department.

OR

- Two (2) years of experience as a Sergeant at a general authority law enforcement agency of a comparable size or rank with a similar level of responsibility and complexity.

AND

- Successful completion of the Washington State Criminal Justice Training Commission (WSCJTC) Basic Law Enforcement Academy and active commission; OR
- Successful completion of an approved law enforcement training academy and ability to meet standards prescribed by WSCJTC for eligibility and successful completion of Basic Law Enforcement Equivalency Academy.

AND

- Associate's Degree or two years (90 quarter/60 semester hours) of general education course work toward a degree at an accredited college or university, OR
- High School Diploma or equivalent, AND
- Four years of active military service with honorable discharge (four years of military service may be substituted for two years of general education course work toward a degree at an accredited college or university), OR
- Two additional years of experience as a sworn police officer may substitute for two years of general education course work toward a degree at an accredited college or university).
- Bilingual proficiency highly desirable.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.
- Employment contingent upon passing a psychological and general medical evaluation.

- Employment contingent upon passing a pre-employment drug test.
- Lateral applicants currently employed and meeting physical standards as police officers in another jurisdiction are accepted as able to meet the physical requirements of the job.
- Possession of, or ability to obtain, Red Cross certification for Infant/Child and Adult CPR and Standard First Aid.
- Valid Washington State driver's license or ability to obtain within 30 days of Washington State residency and good driving record. A three-year driving abstract must be submitted prior to hire, with periodic submission of driving abstract per City policy.
- Attainment of the age of 21 years.
- Must be a U. S. citizen, deferred action for childhood arrivals recipient, or a registered permanent resident able to work in the United States. Washington State residency by time of hire.
- No record of felony convictions.
- Misdemeanor convictions will also be reviewed. A misdemeanor conviction will not necessarily disqualify an applicant but offenses, by their nature and recentness, may reveal a lack of specific qualifications for this position.

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August 1985

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8/90
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