

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE
JOB TASK ANALYSIS**

Position Covered:

POLICE OFFICER

PATROL DIVISION LIEUTENANT

Basic Description: (A short narrative describing the position and responsibilities)

The incumbent in this position is responsible for the protection of life and property and the enforcement of state laws and city ordinances including prevention, detection, and apprehension of suspected violators. This work involves an element of personal danger and frequent contact with the public under emergency and non-emergency conditions. This officer may be assigned to various types of duty and shift hours in accordance with department needs. The officer is assigned to a superior officer who they will receive work instructions and assignments from. The police officers performance is evaluated after review of several areas including work practices, reports, inspections, knowledge, attitude, and other observations. The officer is required to maintain several certificates and participate in a range of mandatory training as required by the Florida Department of Law Enforcement, state and federal guidelines and department and community needs.

It is the responsibility of the officer to maintain, and take the necessary steps to improve upon, the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all-inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary.

TYPICAL DUTIES

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT

- Assignments as listed in "Staff Sergeant's" "Sergeant's" and "Officer's" Job Task Analysis
- Plans, assigns, and coordinates activities of law enforcement officers in assigned division
- Oversees the receipt, care, and release of prisoners and their belongings
- Oversees patrol assignments and investigations
- Recommends training, assignments, and discipline in personnel matters
- Reviews reports, studies, and grants
- Maintains effective relationships with department divisions, other agencies, and the community
- Acts for superiors in their absence
- Makes decisions on important departmental matters, taking into consideration all available information including departmental regulations and federal, state, and local laws
- Communicate with superiors and subordinates in oral and written form
- Meet with citizens to discuss law enforcement related topics
- Disseminate administrative policy to subordinates and ensure that they meet departmental goals and objectives
- Identify personnel training needs and ensure that adequate training is given to meet those needs
- Identify scheduling needs; ensure adequate manpower is available to meet day-to-day and emergency functions
- Attend, conduct, and facilitate meetings
- Provide direction to subordinates on department mission and goals
- Review and analyze work product and job performance of subordinates
- Counsel, guide, and motivate subordinates to meet short and long term goals
- Provide the Chief of Police input on the Department's morale and welfare issues
- Investigate complaints by citizens and recommend action
- Evaluate (subordinate) supervisors and provide input to Superiors
- Assume field command if major situations occur
- Analyze complex problems/situations and make timely, effective decisions with regard for possible hazards and public safety issues
- Write department policies and procedures

USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS

Originator Init. _____ **Reviewer Init.** _____ **Chiefs' Approval** _____ **Date** _____ **Page** 1

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TYPICAL DUTIES (Con't)

At the discretion of the Chief of Police:

Perform duties as division supervisor
Perform duties as Public Information Officer
Perform duties as Internal Affairs Officer
Perform duties as Accreditation Manager
Perform duties as Training Officer

EQUIPMENT

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Typical office equipment, including computer
Standard agency-issued equipment (e.g., vehicle, weapon, radio, handcuffs) as outlined in subordinate Job Task Analysis

ENVIRONMENTAL FACTORS

As listed in subordinate Job Task Analysis

TRAINING AND EXPERIENCE

Law enforcement, supervisory, management and computer experience and/or training are strongly preferred. In addition, technical training and experience related to the area of work is preferred

MINIMUM MENTAL REQUIREMENTS

Good oral and written communication skills, as well as effective oral presentation skills for a variety of audiences. Ability to recognize potential and limitations in subordinates act as a role model and ability to get along with many different types of people. Good judgement and organizing skills, and the ability to motivate subordinates

MINIMUM PHYSICAL REQUIREMENTS

As listed in subordinate Job Task Analysis

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MINIMUM KNOWLEDGE

Thorough working knowledge of police administration, supervision, and management practices
Knowledge of all agencies positions, policies, and procedures
Working knowledge of state and federal laws, city ordinances, workers compensation laws, EEOC guidelines
Knowledge of current methods of law enforcement practices including apprehension of criminals, investigations, arrest and evidence procedures
Knowledge of budgeting procedures and manpower planning and scheduling
Knowledge of resources and responsibilities of other law enforcement agencies and of the criminal justice system
Ability to earn respect of officers and other department employees and to assign, direct, and supervise their positions impartially and without bias

MINIMUM EDUCATION

Must be a high school graduate or possess a State Equivalency Diploma. Certificate of Compliance with Police Standards and Training or Completion to comply with Criminal Justice Standards and Training Commission. BS degree or working toward completion is preferred. Associates Degree, Military experience, or 4-years Police experience as a supervisor or a combination of education, training, and supervisory experience may be considered.

MINIMUM REQUIREMENTS

Must meet minimum requirements as outlined in subordinate Job Task Analysis with regard to minimum age and background requirements

In order to be promoted to Lieutenant, candidates must meet the eligibility criteria as specified in the Promotion Directive. Candidates will then be selected and appointed by the Chief of Police.

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