

City and County of Denver
CIVIL SERVICE COMMISSION

**LIEUTENANT
DENVER POLICE DEPARTMENT
JOB DESCRIPTION – FEBRUARY 1996**

Revised: February 1998, February 2000, March 2002, January 2004, January 2006, February 2008, December 2009

General Statement of Duties: This is responsible supervisory and managerial public protection, law enforcement, and criminal investigation work. A Lieutenant commands a shift or a specialized police unit in the preservation of public peace, the prevention of crime, detection and arrest of violators, protection of life and property, the enforcement of criminal laws in the State of Colorado and the enforcement of ordinances of the City and County of Denver.

Works under the direction of a superior officer responsible for a major police program and within regulations, established procedures and standards, and rigid training. Exercises considerable independent responsibility for assigned area. Conditions of emergency, public danger, personal danger, civil disorder and sensitive public opinion require sound decisions, tact, courtesy and mature judgment; an incumbent is held responsible for personal judgment and for the discipline and effective action of his/her officers.

Supervision: Detail, Bureau, Section, Unit, and IAB Lieutenants report to and are responsible to a Captain or Commander. Occasionally report directly to senior command staff. Lieutenants have accountability for carrying out assigned functions within the scope of established guidelines and are expected to resolve problems that arise in the normal course of work.

Consults periodically with a superior officer to discuss work progress or new problems that require advice. Work is reviewed through observation of performance, personal inspections and a review of written reports.

Assumes responsibility for the supervision of work performed by any number of sergeants, corporals, detectives, technicians, officers and civilians who are engaged in public safety and related services and activities. The Lieutenant may, on occasion, assume command in the absence of a District or Bureau Captain or Commander.

Interpersonal Relationships: Works daily with subordinate and supervisory officers in order to fulfill job responsibilities and department objectives. Frequently interacts with the general public. Exchanges routine factual information daily through one-on-one contact, by telephone and by correspondence.

Complexity: Duties required and performed by the incumbent are broad in dimension and involve dealing with diverse interrelationships involving superior officers, subordinate officers and the general public. Guidelines are specific, but allow substantial use of independent judgment to adapt standard practices to situations and events.

Responsible for the oversight, implementation and enforcement of current Federal, State and local laws and codes and department policies and procedures. Work in this classification can be fairly routine in nature with serious and non-serious interruptions.

Typical Working Conditions: Performs work indoors and outdoors with a majority of the work typically performed in an office setting (police station) and some work performed outdoors (mostly in a police cruiser). Work is usually performed sitting, standing, and walking. Conditions or situations exist in which there is the possibility of danger to life, health, or bodily injury to self and/or others.

Assignment, as a District Lieutenant, is to a shift with shift assignment and days off granted at the discretion of a Captain or Commander. All Lieutenants are on-call, or subject to call-out, based upon assignment.

Essential Functions: The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the Civil Service.

1. Performs administrative functions associated with the day-to-day operations of the police department.
2. Conducts investigations involving citizens, suspects, or subordinates.
3. Assumes command of serious incidents.
4. Conducts research; reviews, interprets, and maintains information regarding procedures, rulings, and crime statistics.
5. Communicates with attorneys and subordinates and testifies in court as needed for prosecution.
6. Performs or supervises the performance of functions associated with the apprehension or transport of suspects or offenders.
7. Maintains public relations with citizens and the public.
8. Completes and/or reviews reports and necessary documentation.
9. Conducts training and education courses and identifies training needs.
10. Performs supervisory functions involving personnel utilization and evaluation.
11. Directs and coordinates activities of subordinates.
12. Drives motor vehicle under emergency and non-emergency circumstances.
13. Utilizes current technology associated with law enforcement and department operations.

Examples of Duties: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

Primary Duties Performed:

Receives and relays directives, assignments and special orders to subordinates. Accepts orders and assignments. Evaluates the effectiveness of operations. Through chain of command, initiates formal disciplinary action, utilizing the Disciplinary Matrix, and/or commendations so that police personnel comply with department policies and professional standards. Recognizes and addresses community problems with problem solving police techniques. Initiates actions towards the resolution of police related community problems.

Evaluates statements and evidence from an incident and draws conclusions. Evaluates an incident for compliance with policies and procedures and takes appropriate action. Recognizes discrepancies in statements made by others. Conducts or requests investigations of subordinates who may be in violation of the law or police department policies and procedures and prepares a report for superiors. Reviews investigations and makes finding in accordance with the Disciplinary Matrix. Investigates work-related complaints by subordinates and informs superiors as needed. Communicates with suspects, witnesses and

other citizens. Critically evaluates situations. Develops plans to solve identified problems. Formulates resolutions for a complaint.

Contacts appropriate supervisory personnel to discuss problems/issues and concerns. Evaluates a citizen complaint in accordance with department policies and procedures. Evaluates incidents involving use of force in accordance with established department policies and procedures. Ensures compliance with the collective bargaining agreement. Responds to incidents requiring a Lieutenant's presence as contained in policies and procedures. Contacts appropriate police department personnel to resolve a problem. Ensures that information is transmitted to all appropriate persons and units. Promotes department's vision, mission, values, and goals. Sets section procedures within Department guidelines with concurrence of superior. Makes recommendations regarding department policy.

Manages critical incidents including major crime scenes to ensure that evidence is preserved. Manages critical incidents including barricade or hostage situations. Manages critical incidents including manmade or natural disasters. Manages critical incidents including officer-involved shootings. Manages critical incidents including civil disturbances. May assume primary responsibility for managing vehicular pursuits. Communicates with subordinates about work-related activities. Communicates with other Lieutenants, Sergeants, and/or superior officers. Recognizes when a situation is conducive to the deployment of a Crisis Intervention Officer. Recognizes when it is appropriate to utilize less lethal weapons. Utilizes National Incident Management System (NIMS) principles as appropriate.

Refers subordinate to alternative resources for problem resolution. Provides estimates and justifications for equipment and other resources.

Reads reports and training materials. Maintains information on high crime areas in district. Conducts analysis of data in reports when appropriate.

Testifies to provide evidence.

Arrests or causes to be arrested with appropriate force, persons engaged in illegal activity, in accordance with Federal and State laws and City ordinances.

Communicates with people of diverse cultural/educational backgrounds. Talks to citizens about crime and community problems. Discusses police actions with the public affected by crime or arrest. Establishes friendly relations with the public. Deals with angry and confrontational citizens professionally.

Arranges community meetings. Attends community meetings. Makes presentations to community groups.

Writes reports and proposals. Writes letters on behalf of superiors. Writes letters to document own or subordinates' activities. Reviews or completes reports necessary for serious incidents.

Conducts training to inform officers of directives, problems and current events affecting police operations. Provides individual or small group training and/or guidance at the District or Bureau level as needed to correct subordinate deficiencies and reinforce previous learning. Discusses cases and police work with subordinates. Implements new department techniques or procedures with subordinates. Identifies departmental training needs.

Emphasizes accuracy and quality of all reports completed by subordinates in accordance with the records management system. Ensures accuracy and quality of all reports that require Lieutenant approval. Keeps

records and files relevant to assignment updated and complete. Approves subordinate reports prior to going off shift.

Identifies personnel problems. Distinguishes between satisfactory and unsatisfactory performance in subordinates. Considers the feelings and needs of subordinates. Evaluates employee performance through observation of performance and/or review of written work to ensure that personnel meet department policies and professional standards. Strives to maintain a high degree of motivation among subordinates and other assigned personnel.

Identifies staffing problems. Assigns available personnel in accordance with District or Bureau needs and priorities. Maintains minimum acceptable staffing levels. Manages the approval of requested leaves, vacations and other days off at the District or Bureau level to maintain appropriate staffing levels. Reviews schedules or assignments prepared by subordinates. Recognizes special needs of District or Bureau (i.e., patterned crimes, prevention, partnership, and problem solving) and allocates resources accordingly. Coordinates days off and approves changes in schedules of subordinate officers to adequate coverage. Approves compensatory time and overtime for subordinate officers.

Responds to calls of crimes in progress. Responds to call for assistance. Maintains the appropriate police demeanor. Provides routine assistance to civilians. Distinguishes hazardous from non-hazardous situations. Must be capable of performing the essential functions of a patrol officer.

Drives motor vehicle under non-emergency conditions. Drives motor vehicle under emergency circumstances.

Monitors two-way radio while performing other duties. Considers informal suggestions from other officers. Identifies potential safety hazards at the District or Bureau level and takes corrective actions as needed.

Secondary Duties Performed: Prepares plans for special or unusual operations. Manages major special events. Attends meetings in order to be apprised of organizational or procedural changes, or to provide or exchange information. Works with other police agencies. Makes decisions regarding the allocation of new equipment and resources.

Investigates use of force and injury to prisoner incidents and prepares a report for superiors. Investigates complaints involving Sergeants and prepares a report for superiors. Investigates or assists in investigating firearm incidents and prepares a report for superiors, as required. Conducts incident interviews with subordinates. Investigates instances of superior performance or unusual heroism by subordinates or citizens and prepares a report for superiors. Makes judgments about probable cause. Makes judgments about probable cause for warrantless searches. Makes judgments about probable cause in order to request search warrants. Participates in the location of missing persons. Investigates alleged police misconduct. Investigates and resolves certain citizen complaints against police officers and also ensures that complaints of a more serious nature are channeled through the chain of command so that they can be dealt with appropriately.

References criminal laws contained in the City, State and Federal Codes. Explains firearm discharge policy statement and directives contained in department policies and procedures. Explains firearm safety procedures. References arrest procedure in departmental policies and procedures. Uses proper restraint procedures for subduing resisting suspects. Complies with evidence handling and log-in procedures according to departmental policies and procedures. Explains collective bargaining agreement and how it applies in specific circumstances. Maintains the time frame requirements for complaints and grievances

contained in the collective bargaining agreement, if applicable. Contacts appropriate police department personnel to resolve a problem. Disseminates unit's goals and objectives. Prepares unit's operations procedures manual.

Monitors inventory of equipment. Inspects assigned vehicles and equipment to maintain accountability, ensure proper operation and ensure that needed maintenance actions are taken. Recognizes damage or malfunction(s) in personally assigned vehicle and/or equipment.

Maintains serious and other crime scene procedures as contained in departmental policies and procedures. Preserves or ensures the preservation of evidence at crime scenes. Secures or supervises the securing of an emergency area. Assumes command at serious incident scenes in order to provide direction and ensure that injured receive treatment. Supervises searches of property in an attempt to discover persons or objects. Conducts or supervises the conduct of warranted search procedures. Maintains confidential information from those who do not have a need to know, when appropriate. Supervises team operations. Supervises crowd management and control procedures to ensure orderly crowd behavior. Performs the functions of a first-line supervisor, when necessary, in the absence of a Sergeant. Initiates actions in cases outside of assigned area of command when any delay in action would cause problems. Responds to calls to assist officers with unusual incidents or incidents requiring presence. Develops or reviews tactical or operational plans prepared by subordinate for feasibility and conformance to objectives.

Maintains an awareness about available community resources.

Identifies trends in criminal activity. References arrest procedure rulings in professional journals. References search procedure rulings in professional journals. Maintains up-to-date information on Miranda Rights rulings in professional journals. References warrantless search procedure rulings in professional journals.

Reads affidavits. Communicates with attorneys prior to and during court appearances.

Transports or supervises the movement of suspects or offenders. Uses handcuffs. Assists in domestic crisis situation in order to restore calm, provide protection and offer limited advice and counsel. Searches for concealed weapons. Searches a suspect.

Communicates with neighborhood youth. Meets with families of juveniles.

Writes summary notes (e.g. Use of Force, Weekly Reports).

Explains felony search procedures. Keeps current on police department's training materials on domestic violence. Presents information about new procedures. Conducts informal training sessions. Conducts formal training courses. Receives in-service training including classroom work, practical or tactical exercises, and weapons practice and training to improve or maintain proficiency. Evaluates training program quality. Develops training material. Identifies training needs of unit personnel.

Reviews reports written by officers (e.g. Auto Accident Form, Forced Entry Report). Reviews subordinates' equipment damage reports. Completes or reviews forced entry reports. Submits commendations for subordinates.

Inspects general appearance and required equipment of officers supervised to ensure cleanliness, completeness and appropriateness of uniform and personal grooming. Recognizes deficiencies in subordinates' uniform and/or personal equipment. Field checks activities of subordinates in order to evaluate job performance and ensure compliance with department policies and procedures and applicable

statutes. Recognizes potentially improper or illegal actions taken by subordinate(s). Addresses potentially improper or illegal actions taken by subordinate(s). Discusses job performance individually with subordinates in order to recognize strengths and correct weaknesses. Counsels subordinates regarding personal problems when requested by the subordinate or when problems are affecting job performance. Recognizes deteriorating job performance and fitness for retention or promotion. Applies probationary subordinate termination criteria when required. Distinguishes between satisfactory and unsatisfactory probationary subordinate job performance. Issues minor reprimands to subordinates. Ensures performance standards are applied equitably and consistently by reviewing performance appraisals prepared by subordinates.

Maintains proper staffing levels for various types of situations. Monitors subordinates' use of sick leave to identify patterns of abuse, and formulates specific interventions or action steps to gain compliance with policy. Utilizes summary statistics to assist in planning. Changes work shifts. Approves overtime assignments. Coordinates transfer of personnel to and from unit.

Requests assistance from other officers. Informs dispatcher of present status. Communicates on a two-way radio. Responds to routine calls. Pursues suspects on foot. Surveils suspicious persons. Makes death notifications.

Pursues suspects in vehicle.

Receives feedback on performance. Engages in physical fitness activities. Responds to calls when off duty.

Knowledges, Skills and Abilities - Police Lieutenant

Knowledge of rules of evidence, search and seizure laws.
Knowledge of pertinent criminal law to include code of criminal procedure.
Knowledge of rules of evidence and fact/gathering procedures/processes.
Knowledge of court procedures (e.g., case development, presentation, testifying, etc.).
Knowledge of investigatory and fact gathering procedures/processes.
Knowledge of the Disciplinary Matrix.
Knowledge of training concepts/issues/needs.
Knowledge of management techniques.
Knowledge of administrative techniques.
Knowledge of supervision and personnel management techniques.
Knowledge of radio/communication procedures.
Knowledge of crowd management and critical incident techniques.
Knowledge of department's mission, vision, values, and goals.
Knowledge of departmental procedures and rules and regulations.
Knowledge of geography, street, and physical layout of city and districts.
Knowledge of English grammar, composition, usage and punctuation.
Knowledge of how to identify and utilize internal and outside resources.
Knowledge of RMS (Records Management System).
Knowledge of what is required in a proper report.
Knowledge of rules of arrest.
Knowledge of arrest processing procedures and requirements.
Knowledge of police organization and staffing.
Knowledge of modern police methods and procedures.
Knowledge of National Incident Management System (NIMS).

Knowledge of labor agreements.
Knowledge of city/department grievance procedures.
Knowledge of basic computer software packages.
Knowledge of staffing needs in terms of minimum staffing levels, specific job requirements, etc.
Knowledge of crime analysis reports.
Knowledge of community based policing principals.
Ability to communicate orally.
Ability to communicate in writing to make complete and accurate reports.
Ability to make basic arithmetical calculations (add, subtract, multiply and divide, whole and fractional numbers).
Ability to use, and adapt to, changing technology.
Ability to work under pressure or stress.
Ability to work in uncomfortable weather/temperature conditions.
Ability to organize programs, reports, etc.
Ability to plan programs, deployment, etc.
Ability to analyze and evaluate.
Ability to discipline subordinates effectively.
Ability to counsel subordinates.
Ability to make analytical judgments where no firm guidelines exists.
Ability to correctly delegate responsibilities and duties.
Ability to make and maintain a decision during stress.
Ability to handle conflicts among subordinates.
Ability to recognize individual/cultural needs and differences.
Ability to withstand criticism.
Ability to display initiative.
Ability to promote and maintain effective public and community relations.
Ability to use diplomacy and tactfulness.
Ability to use impartiality and objectivity.
Ability to identify potential problems before they become problems.
Ability to interpret written information.
Ability to read and understand legal terminology.
Ability to follow directions.
Ability to be flexible and to accept new ideas and ways of doing things.
Ability to react effectively during non-routine situations.
Ability to recognize individual strengths and weaknesses.
Ability to quickly make sound decisions based on the facts presented.
Ability to gain cooperation and compliance from others.
Ability to favorably influence the activities of others.
Ability to lead by setting example.
Ability to set priorities.
Ability to manage time effectively.
Ability to recognize when discipline should be handled at the next level.
Ability to plan, organize and direct management functions and special projects.
Ability to coordinate activity at a serious incident.
Ability to multitask.
Ability to develop alternate solutions to problems.
Ability to display tact and diplomacy in dealing with others.
Ability to display patience.
Ability to display sensitivity to the feelings of others.
Ability to show persistence.
Ability to follow organizational guidelines.

Ability to be supervised.
Ability to work as a team member.
Ability to maintain confidentiality in the performance of duties.
Ability to physically use police equipment.
Ability to drive a car.
Ability to use computer and other office equipment.
Ability to be and/or demonstrate: Honesty, Integrity, Self Discipline, Self Motivation, Courteous, Cooperative, Courageous, Ethical.
Skill in understanding/interpreting relationships.
Skill in utilizing personnel effectively.
Skill in identifying facts in a situation.
Skill in interviewing/interrogating people.
Skill in soliciting information and suggestions from subordinates.
Skill in analyzing and evaluating input from subordinates to determine what should be passed on.
Skill in using a variety of firearms.

Minimum Qualifications:

I. Physical Requirements

A Lieutenant must be able to perform the following essential physical functions of an entry-level police officer as determined by FPSI (Fire & Police Selection, Inc.). These requirements went into effect in November, 2009.

Static strength sufficient to:

- a. lift and carry objects such as property (e.g., televisions, stereos, food and beverage cases); equipment (e.g., duty bag, evidence kit, box of flares, cases of ammunition); vehicle parts (e.g., truck tires, car wheels).
 - b. lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) with assistance.
 - c. lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) without assistance.
 - d. push/pull/drag objects such as stalled car across an intersection or off a roadway, dead animals (e.g., deer or large dogs) road debris or hazards (e.g., utility poles, tree limbs), move furniture, mattresses, and other household items to conduct searches, maneuver people during arrests or when injured (e.g., pull from a car or onto a gurney) or assist another officer over a wall.
- Explosive strength sufficient to:
 - a. jump over obstacles (e.g., hedge, hood of car, ditch, culvert, retaining wall) as high as four feet and wide as four feet.
 - b. sprint short distances during deployment to pursue suspects, to escape hazards (e.g., fire, gunfire, toxic elements), or to assist victims requiring emergency assistance.
 - c. control/restrain combative individuals.
 - d. use the body to force entry into a structure.
 - e. run a distance of over 50 yards.
 - f. run a distance of under 50 yards.
 - g. pull self up and over obstacles.
 - Dynamic strength sufficient to:
 - a. climb up or over objects (e.g., steep, uneven grades, hills, and sandy areas, trees, fences, poles, extension ladders, sides of buildings) up to six feet.

- b. repel down sides of buildings.
 - c. walk for an average of six to seven hours with few breaks to direct traffic, to patrol during parades, football games and dances, to patrol shopping malls, and to conduct search and rescue operations.
 - d. walk up and down flights of stairs.
 - e. crawl in confined areas (e.g., attics).
 - f. climb through small openings (e.g., windows).
 - g. pull self through openings.
- Stamina to run for one-quarter of a mile on the average or up to a maximum of approximately one mile in order to apprehend a suspect.
 - Balance, coordination, flexibility, and mobility of the body.
 - Ability to physically react quickly in situations such as drawing weapon, defensive driving, physical confrontations (e.g., fending a blow or preventing flight), or dodging traffic.
 - Arm-hand steadiness, while moving arm or holding it in one position, in order to accurately aim and fire a firearm, spray chemical deterrent, and operate camera equipment or hand-held radar.
 - Manual and finger dexterity to quickly make skilled, coordinated movements of the fingers and/or hands to operate radio and intoxilizer, to load/unload firearms, to handle minute or delicate evidence, and to write.
 - Near vision sufficient to identify and distinguish among objects (arm's length or closer) such as fingerprints, serial numbers, trace evidence (e.g., lint, fibers, hair) and read fine print on items (e.g., reports, driver's license, containers, legal documents and forms, books, citations).
 - Far vision sufficient to identify license plates and vehicle makes at a distance and under various light and weather conditions, and distinguish one person from another, identify objects on a person or held in person's hand, distinguish a weapon from an object other than a weapon, identify and describe clothing, height, weight, and facial characteristics from a distance and under various light and weather conditions.
 - Color vision sufficient to identify and distinguish between colors and shades of color to identify narcotics, describe subject (e.g., clothing, hair, eyes, or skin color), recognize and describe hazardous material placards on vehicles, identify evidence tagging.
 - Hearing ability sufficient to understand general in-person and telephone conversation, and understand radio transmissions, commands, cries for assistance when obscured by background noise, and discriminate among non-speech sounds (e.g., action of weapons), and to recognize the direction from which a sound is coming (e.g., footsteps, voices, or alarms), and understand whispered conversation.
 - Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally-mandated job responsibilities and limitations, and repetitive, routine patrol conditions that require riding for extended periods in a car.
 - Sense of smell sufficient to detect illegal drugs, alcoholic beverages, ether, fuels (e.g., natural gas, gasoline), fire, and corpses.
 - Hand-eye coordination to aim and accurately fire a weapon, use police tools, demonstrate a field sobriety test, or write.
 - Sufficient use of voice to speak loudly and clearly enough to be easily understood during in-person or telephone conversation or radio transmissions over a noisy background and to project authority and command presence via volume, tone, clarity, and assertiveness.
 - Physical ability to subdue and arrest a resisting/attacking individual.
 - Physical ability to effectively handle opposition during an arrest or in an emergency situation.
 - Physical ability to effectively handle an armed confrontation with a suspect.
 - Ability to recover weapon(s) from a suspect.
 - Physical ability to perform an evasive maneuver to recover a weapon from a suspect.

- Ability to sit or stand for long periods of time.
- Ability to clean weapons.
- Ability to maintain firearm qualifications.
- Ability to inspect weapons.

II. Experience/Education Requirements

- a. Minimum Education Requirement: Graduation from high school or possession of a GED certificate as required by Civil Service Rules and Regulations.
- b. Minimum Experience Requirement: As required by Civil Service rules.
- c. Necessary Special Requirement: As required by Civil Service rules.

Typical Career Path for Police Lieutenant:

PATROL OFFICER

DETECTIVE, TECHNICIAN, CORPORAL

SERGEANT

LIEUTENANT

*This revised Job Description is based on a Currency Analysis conducted by Jack Clancy Associates.