



## LIEUTENANT

Department:	<b>Marshal's Office</b>	Revised Date:	<b>January 2020</b>
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**GENERAL PURPOSE:** Under direction of the Town Marshal, serves as the commanding officer of one or more divisions within the police department.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the planning, coordination, and evaluation of law enforcement personnel and operations; implement and train subordinates in the policies, regulations, and general orders of the Marshal's Office; directly supervises the sergeants, civilian supervisors, and officers/deputies assigned to their division and indirectly supervises civilian full-time and volunteers; regularly inspects functions within their command for compliance and quality control.
- Trains and develops departmental personnel; maintains departmental discipline and the conduct and general behavior of assigned personnel; conducts periodic performance evaluations and planning sessions for assigned personnel; counsels personnel on job performance and disciplinary matters; conducts internal affairs investigations of departmental personnel.
- Prepares and submits periodic reports to the Marshal regarding department activities and prepares a variety of other reports as appropriate; supervises the investigation of suspected crimes; takes command of major events and disasters.
- Participates in a variety of meetings with staff to discuss/resolve issues, concerns, complaints, and problems; consults with Town Marshal in the development of overall goals and objectives; promotes, develops, and implements crime prevention programs and other community based programs.
- Performs other related, similar or logical duties as assigned or required.

### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises first-line supervisors and other assigned law enforcement division.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in criminal justice, management, or a closely related field; AND five years experience in police work with at least three years in a supervisory capacity; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

**Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification
- Must obtain CPR/First Aid/AED/Narcan Training within (1) year.

**PREFERRED QUALIFICATIONS****Knowledge of:**

- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- The standards by which "quality police service" is measured.
- The geography, addresses and building locations within and surrounding Camp Verde.
- The equipment used in law enforcement including weaponry, communications and vehicles.
- Town and Department procedures, rules, regulations, and general orders.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Pertinent case law and federal and state laws, statutes, as well as Town ordinances effecting law enforcement.
- Basic leadership and supervisory practices and techniques.
- Law enforcement liability and loss prevention practices.

**Required Skill in:**

- Planning, organizing, directing, and evaluation of police department programs.
- Establishing and maintaining effective relationships with school system officials, other law enforcement agencies, general public, Town officials and Town staff.
- Applying and teaching police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of law enforcement officers.
- Use of firearms and other police equipment.
- Using good judgment in making effective decisions under pressure.
- Evaluating the work of subordinate staff to ensure achievement of departmental objectives and standards
- Communicating effectively both orally and in writing.
- Fostering and maintaining a high level of morale and discipline.
- Grant Writing

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Administrative work is performed predominantly in office setting.

- Outdoor work is required for field inspections, participating in training exercises, and investigating crimes.
- The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move 25-50 lbs.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.*

**FLSA:** Exempt  
**Salary Range:** 91