



Job Vacancy

Class Title:	Police Lieutenant
Salary:	\$30.23 - \$45.35 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

The Police Lieutenant is responsible for commanding all law enforcement operations and sworn personnel during an assigned shift to ensure public safety and operational effectiveness. The Lieutenant role includes but is not limited to compiling data, submitting analytical reports, reviewing field work, investigations and reports. The Lieutenant may also be assigned in a comparable command capacity over a specialized unit, task force, or departmental operation.

ESSENTIAL FUNCTIONS

Command, direct, and evaluate assigned sworn and civilian personnel; develop and oversee duty rosters and shift schedules to ensure adequate deployment and operational coverage; review and approve time sheets and attendance records.

Address performance concerns and conduct counseling or initiate disciplinary proceedings; complete and review performance evaluations in accordance with departmental policy; serve as the command liaison between personnel and command staff.

Provide training and guidance to personnel in tactical operations, departmental policies, and standard operating procedures.

Respond to, assume command of, and manage personnel and resources at critical incidents, major crimes, and emergency events, develop and execute a logical course of action until resolution or until properly relieved by the designated Incident Commander.

Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.

Resolve conflicts and mediate, negotiate and exchange ideas and information with others, diffuse hostile situations respectfully and tactfully.

Prioritize and assign operational tasks; schedule shift activities to ensure mission objectives are met; confirm that personnel are properly equipped and resourced prior to deployment.

Monitor the status of active assignments; inspect completed work product; provide technical guidance and expertise to personnel handling complex or high-profile cases.

Police Lieutenant

Submit operational progress and activity reports to command staff; participate in the review and revision of standard operating procedures and tactical guidelines as directed.

Conduct or oversee administrative investigations arising from complaints or allegations of officer misconduct, use of force incidents, or policy violations.

Document counseling actions and investigative findings; ensure compliance with departmental policy, civil service regulations, and applicable labor agreements throughout the investigative process.

Establish and sustain collaborative relationships with community stakeholders, civic organizations, educational institutions, and local businesses.

Represent the department in a professional capacity at community meetings, public forums, and agency-sponsored events.

Promote and reinforce a culture of community-oriented policing throughout assigned units.

Respond to community concerns with professionalism, transparency, and a commitment to equitable and timely resolution.

Uphold and advance the agency's commitment to public trust, accountability, and ethical conduct in all interactions. Knowledge, Skills and Abilities

Review, correct, and approve all reports, incident documentation, and use-of-force reports prepared by assigned personnel; ensure accuracy, completeness, and compliance with departmental and legal standards.

Approve accident and incident reports; reviews and authorizes time and attendance records.

Implement and update departmental policies, general orders, and standard operating procedures; respond to correspondence and disseminates information regarding changes in statute, case law, and legislative mandates affecting law enforcement operations.

Prepare, review, and process purchase orders and related administrative documents.

Ensure enforcement of all applicable federal, state, and local statutes, ordinances, and traffic codes within the assigned area of responsibility; directs operations designed to protect life and property, deter criminal activity, and promote public safety.

Command patrol operations; supervise response to dispatched calls for service; oversee the issuance of citations and the lawful apprehension, arrest, processing, and transport of suspects, fugitives, and offenders.

Coordinate mutual aid and provide tactical support to other officers, units, and allied agencies as operationally required.

Police Lieutenant

Direct and supervise the conduct of criminal investigations; oversee the interviewing of victims, complainants, and witnesses; supervise the collection, preservation, and documentation of physical evidence and crime scene integrity.

Review investigative reports and crime scene sketches for accuracy and legal sufficiency; participate in court activities and provide sworn testimony in judicial proceedings as required.

Direct personnel performing rescue functions at accidents, emergencies, and declared disasters, which may include extraction of injured persons from hazardous environments, area evacuation, delivery of emergency medical aid, and suppression of minor fires.

May assume command authority at major accident scenes, emergency incidents, and mass casualty events; conducts scene assessment and containment; assigns personnel; delegate responsibilities; and coordinate operations with other departmental divisions and outside agencies.

Supervise personnel engaged in monitoring and responding to calls for assistance, investigating reported crimes and accidents, conducting field interviews, executing searches, pursuing fleeing subjects, employing authorized force to subdue resisting suspects, and processing and transporting prisoners.

May be assigned in a command or supervisory capacity to a specialized unit or division, including but not limited to: Robbery, Homicide, Narcotics/Vice, Special Victims, K-9, Missing Persons, Homeland Security, or Executive Protection.

Adhere to and enforce departmental safety protocols; ensure proper use of issued safety equipment; maintain situational awareness of work environment hazards.

Operate assigned police vehicle in a safe and proficient manner under all conditions, including day and nighttime hours, in congested traffic, during adverse weather, and in emergency situations requiring speeds in excess of posted limits.

Inspect and maintain assigned police vehicle, uniform, weapons, and issued equipment in accordance with departmental standards.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED required; supplemented by two (2) years of continuous service as a sergeant.

PHYSICAL DEMANDS

The duties of this position requires intermittent sitting, standing, walking, running, bending, crouching, and stooping. Must be capable of lifting and carrying both light and heavy objects; operating equipment requiring a high degree of manual dexterity; distinguishing between shades of color; and applying the physical force necessary to lawfully arrest, control, and restrain subjects.

Police Lieutenant

WORK ENVIRONMENT

The work is performed in a variety of environments, including office settings, police vehicles, and outdoor field locations. Subject to exposure to inclement weather conditions, infectious diseases, hazardous chemical agents, and life-threatening situations inherent to law enforcement operations. Assignment may require the use of personal protective equipment, including but not limited to respiratory masks, ballistic protection, and other safety gear as operationally dictated.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.