

TO: Mayor Robinson and City Council
FROM: Jeffrey L. McCormick, Chief of Police
SUBJECT: Police Supervisor Hire
DATE: August 13, 2015

BACKGROUND

For the July 7th meeting I had prepared a memo regarding hiring a police supervisor and an officer hire to backfill an officer position if the supervisor was from within the department. The Police Commission met before the meeting and approved the job description and the plan for that hire, however the job description had not been pointed yet, and the Police Commission recommended that the item be dropped from the agenda until that could be done.

After review and discussion with our pay consultant, the Police Lieutenant position fit into a pay grade of 14 (319 points) on the city's wage scale. The Police Commission also recommended, because of the change in department structure, that this matter be presented to the Personnel Committee once the pointing was finished.

The Personnel Committee will have this as an agenda item at their meeting prior to Tuesday's Council meeting.

Position History:

The Assistant Chief retired in February. I made a decision to delay hiring a replacement to set-aside the wage savings to cover the relocation/installation costs for the generator for the City Hall/Police Department. During that time I have been working on a strategic plan for the Police Department staffing looking at the bigger picture than just the position created by the retirement. The first phase of that planning process is the creation and hiring of a Lieutenant position to fill the vacancy created by the retirement. We have had eight months of wage savings, so this position will have no impact on the approved 2015 budget and the position is included in the 2016 proposed budget.

STAFF RECOMMENDATION

Recommend approval to initiate the search process for Police Lieutenant as recommended by the Police Commission.

REQUESTED COUNCIL ACTION

Motion and approval to initiate the search process for Police Lieutenant as recommended by the Police Commission.

CITY OF CANNON FALLS

POSITION DESCRIPTION

POSITION: Police Lieutenant
DEPARTMENT: Police
REPORTS TO: Chief of Police
FLSA STATUS: Exempt
JOB POINTS: 319
SALARY RANGE: Pay Grade 14

POSITION OBJECTIVE

The lieutenant is a first level supervisor and performs a variety of routine and complex public safety work in the administration of the police department. The lieutenant is responsible for the supervision of the patrol officers and oversight of investigations. Performs administrative and supervisory police work involving the protection and safety of the city through community policing, prevention and control of crime, preserving peace, and providing emergency service. The lieutenant will assume responsibility for departmental operations in the absence of the Chief of Police.

ESSENTIAL FUNCTIONS

- Operation of Police Department
 - Provides supervision and mentoring and direction to police officers; and recommend changes in procedure and practices to the Chief of Police.
 - Reviews daily activity, including calls for service and reports to ensure activities were handled and documented correctly.
 - Keeps abreast of departmental activities and inform the Chief of Police of critical or important incidents or activity trends.
 - Applies laws and policies to specific incidents appropriately.
 - Knows and understands the principles and practices of police department management including issues associated with both paid and volunteer staff.
 - Analyzes situations and determines appropriate action.
 - Coordinates with other government agencies to ensure proper communication, cooperation and effective provision of law enforcement services to the community.
 - Is not responsible to respond calls as the primary responding officer under normal circumstances.
 - Monitors officer activity when on duty to determine if a response is needed to provide assistance, backup or supervisor oversight.

- Responds of duty for emergencies as required and assumes command when appropriate.
- Oversees investigations and provide mentoring and guidance of investigations to police officers.
 - Reviews officer investigations to provide mentoring and direction to police officers on investigative procedures, interrogation, documentation, and the collection, preservation and admissibility of evidence.
 - Oversees investigations to determine when additional assistance or resources are necessary and needed to ensure a timely conclusion of investigations.
 - Acts as lead investigator for major cases and becomes responsible to ensure that all reports and interviews are completed in a timely manner.
 - Takes over investigations of significant importance or complexity and becomes responsible to ensure that all reports and interviews are completed in a timely manner.
 - Interacts with victims, suspects and witnesses of situations courteously, with regard for their rights, while meeting the needs and requirements of a police investigation.
- Conducts internal affair investigations and police officer background investigations.
 - Ensures department professionalism and discipline by investigating personally, or through appropriate channels, all allegations of misconduct by department members and recommending disciplinary action when necessary to the Chief of Police.
 - Conducts background investigations of potential candidates for police officer positions with the police department.
- Assists the Chief of Police with community relations, department operations and budget.
 - Assists in maintaining positive community relations by speaking before community organizations in the areas of crime prevention, drug education and enforcement and on other issues of vital community concern.
 - Attends planning meetings for community events as assigned and creates operational plans for department responsibilities for the event.
 - Represents the Chief of Police and department as a liaison to professional community groups.
 - Performs the functions and duties of a police officer when needed.
 - Reviews and analyzes information on department operations, law enforcement trends and evolving legal issues for the purpose of developing recommendations for long-term departmental objectives.
 - Develops recommendations on improvements in department operations based on research, personal observations and community feedback.

- Prepares or directs the writing of periodic or special reports on department activities as required by the Chief of Police or as outlined in the department policy.
- Assists the Chief of Police in establishing department goals and objectives in line with City and Community goals or needs.
- Assists the Chief of Police in preparing an annual operating budget and capital improvement plan.
- Assumes other duties as assigned by the Chief of Police

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have or be eligible for Peace Officer licensure and pass any background investigation; job related physical examination; psychological examination as required under the MN Peace Officer Standards and Training Board (P.O.S.T.). selection standards prior to appointment, and maintain a valid/active P.O.S.T. license after appointment.
- Must pass any position assessment and/or psychological examination required prior to appointment.
- Must have and maintain a valid driver's license and must have the ability and skill to safely operate a motor vehicle.
- Must maintain first aid certification as a "First Responder" or higher level of certification.
- Must meet departmental standards for qualification in firearms and use of force and maintain that ability on an ongoing basis.
- Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must have the ability to record names, facts, numbers, and information accurately. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and to be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda, instructions and directives. Must have the ability to write clear and concise reports, policies and documentations. Must be able to effectively represent the organization, department, and its operation to management and the public. Must be skilled in making both oral and demonstrative presentations. Must have the ability to understand and execute instructions both in terms of content and intent.
- Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to deal with emergency and stress situations, to avoid failure to act or over reaction, to maintain flexibility in adjusting to situations and procedures while maintaining composure and self-control, to

support and carry out directives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources. Have the ability to understand and carry out complex directions. Have the ability to perform the job responsibilities with a minimum of supervision.

- Must be consistent in dealing with people. Must be sensitive to others' problems without direct involvement. Must exclude personal biases from work performance. Must have the ability to accept criticism and/or discipline. Must have the ability to deliver criticism and discipline to subordinates in an appropriate manner. Must mentor subordinates to develop and improve their skill levels. Must strive to promote a cooperative atmosphere in the department. Must be willing to assist others and share information as needed when appropriate. Must have tact and diplomacy and the ability to utilize those to deal cooperatively with both individuals and groups.
- Must have commitment to the department, and the community the department serves; willingness to take initiative; dependability, maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and business-like attitude in all personal, radio, telephone, e-mail and other types of contact. Must exhibit a willingness to be trained in functions of the job.
- Must have the ability to learn and apply specific laws, regulations, City ordinances and labor agreements.
- Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively. Must be able to adjust time use and structure to accommodate changing workloads or deadlines. Must have the ability to provide internal and customers with accurate and timely information.
- Must be able to render credible testimony in a court of law.
- Knowledge of local, state, and Federal Laws.
- Knowledge of local geography.
- Experience or knowledge of criminal justice system and approved principles, practices and procedures of police work.
- Formal training in traffic and pedestrian control.
- Experience/training in leadership.
- Experience/training in communicating, teaching, demonstrating or directing others.
- Experience working extensively with people from various ethnic communities, occupations and levels of authority.
- Experience with the use of computer based applications.
- Must be willing to work outdoors in all weather conditions; and must have the ability to work varying shifts or times within a 24-hour per day period and be available to respond for emergency or call-in work.
- 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. See the attached Police Lieutenant Physical Factors Job Supplement.

- The work environment characteristics described here and in the Physical Factors Job Supplement are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See the attached Police Lieutenant Physical Factors Job Supplement.

EDUCATION and/or EXPERIENCE

Associate Degree in Law Enforcement or Criminal Justice or related field. A four year degree in criminal justice/law enforcement or related field desired. Six (6) years experience as a licensed peace officer.

SUPERVISORY RESPONSIBILITIES

Supervises and directs officers. Assists the Chief of Police in supervising all Police Department functions.

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include conducting or overseeing internal investigations of any complaints against department staff; maintain discipline and ethics to a high standard, interviewing; training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; transferring employees; addressing complaints and resolving problems; and, the ability to effectively recommend hiring, promotion, suspension, demotion, and discharge of employees.

EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Works independently under the general guidance and supervision of the Chief of Police.