

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Police Lieutenant

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JOB RESPONSIBILITIES: Performs other related duties as required	Under direction, ensures the provision of quality services to the community and the efficient operation of an assigned bureau/division and assigned programs. Mid-level command/administrative/supervisory position; Lieutenants assist and supervise first-line supervisors (Sergeants) as needed. Responsibilities include filling in during the absence of Police Captain (as needed), coordinating work shift/work unit activity, offering guidance to personnel, evaluating the performance of a work unit, conducting quality control checks, initiating corrective action, and ensuring compliance with directives.
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QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Certified as a Peace Officer by the Ohio Peace Officer Training Council, plus twelve (12) months experience as a City of Avon Police Sergeant. Must remain insurable under the City's vehicle insurance policy; must possess and maintain a valid Ohio driver's license; must successfully complete and maintain firearms certification; must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must be certified as a Peace Officer by the Ohio Peace Officer Training Council, and must possess and maintain a valid State of Ohio driver's license; must maintain firearms certification; must maintain LEADS and OHLEG certifications.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Plans, directs and oversees activities and programs within assigned bureau/division; supervises the activities of Sergeant(s), Police Officers, Dispatchers, and other assigned personnel; assumes responsibility for the efficient operation of assigned bureau/division and programs; coordinates training and orientation of employees; conducts reviews and inspections to monitor the work of subordinates, compliance with established	1. Knowledge of (1) supervisory practices; (2) on-job training of subordinates, planning and/or implementation of training program(s) for subordinates, requiring monitoring and assessment of employee progress in developing job knowledge, skills, and abilities; (3) division policies and procedures; (4) state and local criminal and traffic laws and ordinances; (5) safety practices and procedures; (6) professional law

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	standards and adherence to policies and procedures (e.g., conducting inspections of subordinates to ensure proper grooming and the maintenance of uniforms and equipment); conducts investigations of disciplinary incidents; ensures that city ordinances are properly enforced; reviews and initiates the correction of reports, citations, etc., made by subordinates; relays special instructions or orders issued by the Chief of police or Police Captain; provides input for the establishment of departmental goals, objectives, policies and procedures; establishes and maintains effective lines of communications; routinely conducts meetings with subordinates to facilitate effective communications and efficient operations; develops and manages departmental programs as assigned by the Chief of Police; assist in the preparation of budgets and assist in managing expenditures of department funds.	enforcement principles and procedures; (7) investigative principles and procedures; (8) government structure and process; (9) department goals and objectives; (10) English grammar and spelling; (11) local geographical area. Skill in (12) operating/utilizing law enforcement equipment; (13) operating/utilizing investigative tools and instruments; (14) operating a motor vehicle; (15) computer operation; (16) use of modern office equipment; Ability to (17) communicate effectively; (18) develop and maintain effective working relationships; (19) collect, analyze, and interpret data; (20) prepare and maintain accurate documentation; (21) understand, interpret, and apply laws, rules, or regulations to specific situations; (22) compile and prepare reports; (23) understand a variety of written and/or verbal communications; (24) resolve complaints; (25) travel to and gain access to work site; (26) train or instruct others.
	2. Assumes responsibility for the facility and all related property, equipment, and vehicles during tour of duty; confers with assigned Sergeant(s) concerning operations and police officers assigned to <i>the</i> platoon; coordinates activities with assigned Sergeant(s) and oversees any criminal investigations or critical incidents; ensures that investigations are conducted in accordance with departmental procedure and professional standards; establishes procedures and/or corrections for safer and more	2. Knowledge of (3); (5); (6); (7); (9) – (11); (27) criminology; (28) public relations; (29) community resources and services; (30) investigation techniques; (31) techniques of collection and preservation of evidence. Skill in (12) – (16). Ability to (17) – (23); (25).

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	effective methods of handling police functions. Counsels subordinates as appropriate; initiates, reads, analyzes and/or processes correspondence, memorandums, and other forms of written communications; prepares, coordinates and presents community programs; completes special projects, assignments and investigations as assigned and keeps the Chief of Police briefed appropriately.	
	3. Prepares, reviews and maintains records, reports, and other documentation (accidents, arrests, investigations, training reports, disciplinary recommendations, performance evaluations, etc.).	3. Knowledge of (3); (6); (9) – (10). Skill in (15) – (16). Ability to (17); (20) – (23); (25).
	4. Performs any and all law enforcement functions performed by subordinates (patrols the City; enforces state and local laws; responds to requests for assistance; administers first aid; investigates crime scenes, criminal activity, and traffic accidents; identifies, pursues, apprehends, restrains, and arrests suspects and other violence prone persons without resorting to excessive uses of force; presents results of investigations to Prosecutor or Grand Jury; enforces traffic and parking laws and ordinances; assists stranded motorists; etc.).	4. Knowledge of (3) – (7); (9); (11); (28) – (31); (32) first aid; (33) interviewing; (34) two-way radio operations; (35) traffic control, arrest procedures; (36) applicable federal, state, and local laws; (37) surveillance techniques; (38) security practices and procedures. Skill in (12) – (18). Ability to (17) – (23); (25); (38) work independently or with others; (39) exercise sound judgment during stressful situations; (40) maintain weapon proficiency; (41) subdue and/or restrain suspects; (42) safeguard information of a sensitive or confidential nature; (43) deal with a variety of variables within

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		somewhat unfamiliar context; (44) recognize unusual or threatening conditions and take appropriate action.

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