

City of Bellingham  
**Classification Specification**

CLASS TITLE	Police Lieutenant
DEPARTMENT	Police
UNION:	Fraternal Order of Police
SG:	1
CS:	Y
FLSA:	N
EE04CODE:	OA

**NATURE OF WORK:**

Performs administrative and supervisory duties in the Police Department with primary responsibility as a shift or division commander.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this classification function as part of the Police Department's staff management team. This classification is between the Deputy Chief and Sergeant in the chain of command. Serves as shift or division commander on a rotating basis. Works independently with minimal supervision under the direction of a Deputy Chief.

**SUPERVISORY RELATIONSHIPS:**

Reports directly to the Deputy Chief. Works independently with minimal supervision. Works under applicable state and local laws and regulations, including those pertaining to law enforcement. May supervise the Investigations, Crime Prevention, Patrol, Special Operations, Dispatch, or Office of Professional Resources division. Supervises and directs both commissioned and noncommissioned employees of divisions under Lieutenant's command.

**ESSENTIAL FUNCTIONS:**

1. On a rotational basis, serves as shift commander of the morning, afternoon and night shifts, coordinating City and community resources to address specific community needs and providing effective patrol response to protect lives and property and preserve the peace.
2. On a rotational basis, serves as division commander of plainclothes, evidence and ID, and crime prevention/volunteer services sections. May have administrative charge and direction, including planning, development and implementation of special activities such as contract policing.
3. Coordinates the work and exchange of information between shifts and divisions, and devises methods to increase unit efficiency. Reviews shift or division activities and develops appropriate shift or division direction through guidance, encouragement, instructions and participation in training programs.

4. Plans, organizes and assigns work to subordinates or shift or division. Prepares plans for special events. Reviews crime analysis and responds appropriately, insuring continuity in mission despite periodic changes in subordinate personnel. Coordinates crime prevention programs and community involvement; establishes and maintains communications with community organizations and groups; and develops action plans to address community safety problems.
5. Initiates appropriate and effective response to emergency situations such as natural disasters, public demonstrations, strikes, riots, major crimes and similar or related incidents. May oversee, command or supervise such incidents or cases.
6. Reviews reports and work of staff and takes corrective action when necessary to secure compliance with Departmental rules, regulations, policies and procedures. Prepares or supervises preparation of reports, plans and official department correspondence. Ensures that complaints against the Department are handled or investigated promptly and appropriately.
7. Ensures that complaints received by the Department and any follow-up investigation are handled fairly, efficiently, and legally. Ensures proper handling of evidence and recovered property and supervises auction or other disposition of unclaimed property. Participates in public information programs and meets with individuals or groups of people to resolve problems pertinent to justice and order.
8. Functions in rotation with other staff officers as the Duty Staff Officer (DSO). During such assignment, must be available within the general geographic area by pager or radio and capable of responding within 30 minutes, either in person or by phone or radio, to provide service, receive information, give advice or make command decisions in matters which exceed the authority or ability of subordinates. This assignment encompasses all off-duty hours and days, approximately three months of the year, usually one week at a time.
9. Participates in personnel processes, making recommendations on promotions, transfers, discipline and discharge. Prepares and conducts performance appraisals for supervisory staff; reviews performance appraisals prepared by subordinates. May assist the Deputy Chief with internal affairs investigations.
10. Participates in long and short-range planning, including Departmental budgeting. Monitors, authorizes purchases, and is responsible for assigned division budget.
11. Speaks publicly to various community groups and state and national organizations as a Department representative and makes news releases, when required, for all news media.
12. Informs the appropriate command staff of problems affecting the shift, section, Department or community including crime prevention needs. Maintains communication of essential activities of shift or section through discussion, conference or written report. Through research and development, presents plans, solutions, or recommendations.
13. Monitors the preparation and/or processing of reports, court orders.

**ADDITIONAL WORK PERFORMED:**

1. Authorizes and commits additional staffing as needed. Limited authority to authorize expenditure of Department funds.
2. Occasionally performs the duties and tasks required of the Police Officer, Detective and Sergeant ranks.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong leadership ability to develop and enhance the skills of subordinates through example, motivation and training.
- Strong management skills including supervisory skills, planning and organizing, problem solving and decision making, interpersonal sensitivity, management control, adaptability/flexibility and time management.
- Strong oral communication skills and ability to write effectively and with clarity.
- A working knowledge of modern police administration and methods, including legal terminology and laws and decisions regarding apprehensions, arrests, interrogation, search and seizure, rules of evidence, unlawful arrest, use of force, traffic control, case investigation and preparation, and crime prevention.
- A working knowledge of local and national issues relating to police work.
- A working knowledge of federal, state and local laws and union contracts.
- A working knowledge of emergency and disaster planning and mobilization; ability to analyze complex law enforcement problems and adopt quick, effective courses of action with due regard for personnel, surroundings and circumstances.
- A working knowledge of local government, city geography and community resources.
- Ability to establish and maintain positive, effective working relationships with departmental personnel, other agencies, officials and the general public from varied racial, ethnic and economic backgrounds.
- Ability and physical fitness to perform tasks of lower ranks as necessary.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting and includes sitting for extended periods of time. Also involves working in the field to coordinate policing activities as necessary.

**MINIMUM REQUIREMENTS:**

- A minimum of two (2) years of experience as a Sergeant with the Bellingham Police Department.
- Candidates must meet all minimum requirements for this position within thirty (30) days of the closing date specified in the examination announcement.

**PREPARED BY:** Telmer Kveven  
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August 1985

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**COMMISSION ADOPTION:** \_\_\_\_\_