

POLICE LIEUTENANT

DEFINITION: Under general direction, performs administrative work of considerable difficulty in planning, managing and administering the day-to-day operations of a police district or police unit; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes and directs activities of assigned unit or police district operation; ensures compliance with tribal, state and federal policies, procedures, rules and regulations; supervises and evaluates work of assigned subordinates and provides training, guidance and motivation; takes disciplinary action when necessary; works with employees to correct deficiencies; assists in the development and implementation of mission, goals and objectives, priorities and budget; provides and/or coordinates staff training.

Prepares required reports; assists in identifying training needs and requirements of district personnel; attends and conducts meetings; performs law enforcement duties as required; enforces tribal, state and federal laws; makes arrests; prepares incident reports; testifies in court; responds to calls for police services; coordinates program activities with civic groups, organizations, and other entities to identify community concerns and problems; promotes community oriented policing through community interaction; establishes partnerships for problem solving.

Ensures proper maintenance, use and security of equipment and facilities; directs and participates in field operations in response to major accidents; supervises district communications functions; interprets tribal, state and federal laws and department policies; monitors maintenance of district fleet to assure that mechanical work is complete and records are maintained; maintains fleet and fiscal inventory.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of supervisory principles and practices.

Knowledge of the principles and practices of modern police administration and police methods and the use of police records and their application to police administration.

Knowledge of departmental rules and regulations and applicable federal, state, tribal and local laws and ordinances.

Knowledge of the standards by which the quality of police services is evaluated.

Knowledge of the practices and methods of law enforcement, criminal investigation and identification.

Knowledge of all types of firearms, communications equipment, and automobiles used in law enforcement.

Skill in planning, organizing and directing the work of employees performing varied operations connected with police activities and developing proper training and instructional procedures for those employees.

Skill in understanding and interpreting complex laws, rules, regulations, policies, and guidelines.

Skill in analyzing situations quickly and objectively to determine the proper course of action.

Skill in maintaining calm during emergencies.

Skill in the use of assigned weapons.

Skill in negotiations.

Skill establishing and maintaining effective working relationships.

Skill in verbal and written communication.

POLICE LIEUTENANT

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass the physical fitness standard as put forth by the Bureau of Indian Affairs (BIA) for police. Generally, work is conducted in an office setting, but it does require the ability to act in a police officer capacity.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and five (5) years police experience, two (2) years of which must have been as a Police Sergeant.

PREFERRED QUALIFICATIONS:

- An Associate's of Arts degree in Criminal Justice or related field.
- Three (3) years Police Sergeant experience.
- Law Enforcement Supervisory Training.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Must possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification.
- Possess a valid state driver's license.
- Possess Special Law Enforcement Commission (SLEC).
- Successful completion of job-related testing prior to date of hire.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and must obtain Special Law Enforcement Commission within one (1) year of date of hire. Must be in compliance with the Federal Domestic Violence Act. May be required to complete additional approved supervisory course.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.