

City and County of Denver
CIVIL SERVICE COMMISSION

**LIEUTENANT
DENVER POLICE DEPARTMENT
JOB DESCRIPTION**

Revised: February 1998, February 2000, March 2002, January 2004, January 2006, February 2008, December 2009, February 2012, January 2014, January 2016, October 2017

General Statement of Duties: This is responsible supervisory and managerial public protection, law enforcement, and criminal investigation work. A Lieutenant commands a sector, shift, or a specialized police unit in the preservation of public peace, the prevention of crime, detection and arrest of violators, protection of life and property, the enforcement of criminal laws in the State of Colorado, and the enforcement of ordinances of the City and County of Denver.

Works under the direction of a superior officer responsible for a major police program and in accordance with regulations, established procedures and standards, and rigid training. Exercises considerable independent responsibility for assigned area. Conditions of emergency, public danger, personal danger, civil disorder and sensitive public opinion require sound decisions, tact, courtesy, and mature judgment; an incumbent is held responsible for personal judgment and for the discipline and effective action of his/her officers. Tasked with developing prevention plans with significant input from the public.

Supervision: Detail, Bureau, Section, Unit, and IAB Lieutenants report to and are responsible to a Captain or Commander. Frequently report directly to senior command staff. Lieutenants have accountability for carrying out assigned functions within the scope of established guidelines and are expected to resolve problems that arise in the normal course of work.

Consults regularly with a superior officer to discuss work progress or new problems that require advice. Work is reviewed through observation of performance, personal inspections, and a review of written reports.

Assumes responsibility for the supervision of work performed by any number of Sergeants, corporals, detectives, technicians, officers, and civilians who are engaged in public safety and related services and activities. The Lieutenant may, on occasion, assume command in the absence of a District or Bureau Captain or Commander.

Interpersonal Relationships: Works daily with subordinate and supervisory officers in order to fulfill job responsibilities and department objectives. Frequently interacts with the general public. Exchanges routine factual information daily through one-on-one contact, by telephone and by correspondence.

Complexity: Duties required and performed by the incumbent are broad in dimension and involve dealing with diverse interrelationships involving superior officers, subordinate officers, and the general public. Guidelines are specific, but allow substantial use of independent judgment to adapt standard practices to situations and events.

Responsible for the oversight, implementation, and enforcement of current Federal, State, and local laws and codes and department policies and procedures. Work in this classification can be fairly routine in nature with serious and non-serious interruptions.

Typical Working Conditions: Performs work indoors and outdoors with a majority of the work typically performed in an office setting (police station) and some work performed outdoors (mostly in a police cruiser). Work is usually performed sitting, standing, and walking. Conditions or situations exist in which there is the possibility of danger to life, health, or bodily injury to self and/or others.

Assignment, as a Lieutenant, is to a sector or shift with assignment and days off granted at the discretion of a Commander Officer. All Lieutenants are on-call, or subject to call-out, based upon assignment.

Essential Functions: The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the Civil Service Commission.

1. Performs administrative functions associated with the day-to-day operations of the police department.
2. Conducts investigations involving citizens, suspects, or subordinates.
3. Assumes command of serious incidents.
4. Researches, reviews, interprets, and maintains information regarding policy, procedures, court rulings, and crime statistics.
5. Identifies and addresses crime patterns in assigned areas of responsibility.
6. Manages the performance of functions associated with the apprehension of suspects or offenders.
7. Maintains public relations with citizens and the public.
8. Completes and/or reviews relevant reports and necessary documentation.
9. Identifies training needs of personnel.
10. Performs supervisory functions involving personnel utilization and evaluation.
11. Directs, manages, and leads activities of subordinates.
12. Identifies, initiates, investigates, and addresses subordinate misconduct and policy violations.
13. Drives motor vehicle under emergency and non-emergency circumstances.
14. Responsible for the management of subordinate time off, regular days off, and overtime.
15. Utilizes current technology associated with law enforcement and department operations.
16. Coordinates operational functions utilizing multi-agency resources for large-scale events.
17. Coordinates and manages resources to identify and prevent crime.

Examples of Duties: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

Primary Duties Performed: Receives and relays directives, assignments, and special orders to subordinates. Accepts orders and assignments. Evaluates the effectiveness of operations. Initiates or requests formal disciplinary action so that police personnel comply with laws, department policies, and professional standards. Through chain of command, nominates officers for commendations so that personnel are recognized for exceptional performance. Recognizes and addresses community problems with problem-solving police techniques.

Evaluates statements and evidence from incidents and draws conclusions. Evaluates incidents for compliance with policies and procedures and takes appropriate action. Investigates work-related complaints by subordinates and informs superiors as needed. Critically evaluates situations. Develops plans to solve identified problems.

Contacts appropriate supervisory personnel to discuss problems/issues and concerns. Evaluates citizen complaints and formulates resolutions in accordance with department policies and procedures. Evaluates incidents involving use of force in accordance with established department policies and procedures. Ensures compliance with the collective bargaining agreement. Responds to incidents requiring a

Lieutenant's presence consistent with policies and procedures. Contacts appropriate police department personnel to resolve a problem. Ensures that information is transmitted to all appropriate persons and units. Promotes department's vision, mission, values, and goals. Sets procedures within area of responsibility consistent with department guidelines and with approval of superior. Makes recommendations regarding department policy.

Prepares plans for special or unusual operations. Manages critical incidents, such as major crime scenes, barricade or hostage situations, manmade or natural disasters, officer-involved shootings, and civil disturbances. Assumes command at serious incident scenes. Supervises crowd management and control procedures to ensure orderly crowd behavior. Assumes primary responsibility for managing vehicular pursuits, as necessary. Communicates with subordinates about work-related activities. Communicates with other Lieutenants, Sergeants, and/or superior officers. Recognizes when it is appropriate to utilize less lethal weapons. Utilizes National Incident Management System (NIMS) principles as appropriate.

Refers subordinates to alternative resources for problem resolution. Provides estimates and justifications for acquiring equipment and other resources.

Reads reports and training materials. Maintains information on high crime areas. Conducts analysis of data in reports when appropriate. Works closely with Crime Analysts to identify high-crime areas and other emerging trends. Identifies and initiates efforts to address recognizable crime issues within area of responsibility. Reviews and presents crime concerns and responses at CORE presentations.

Testifies as necessary.

Arrests, or causes to be arrested with appropriate force, persons engaged in illegal activity in accordance with Federal and State laws and City ordinances.

Communicates with people of diverse cultural/educational backgrounds. Talks to citizens about crime and community problems. Discusses police actions with the public affected by crime or arrest. Establishes friendly relations with the public. Deals with angry and confrontational citizens professionally.

Arranges, attends, and makes presentations at community meetings.

Writes reports and proposals. Writes letters on behalf of self or superiors or to document own or subordinates' activities. Reviews or completes reports necessary for serious incidents.

Conducts training to inform officers of directives, problems, and current events affecting police operations. Provides individual or small group training and/or guidance at the District or Bureau level as needed to correct subordinate deficiencies and reinforce previous learning. Implements new department techniques or procedures with subordinates. Identifies departmental training needs.

Emphasizes accuracy and quality of all reports completed by subordinates. Ensures accuracy and quality of all reports that require Lieutenant approval. Keeps records and files relevant to assignment updated and complete. Approves subordinate reports prior to going off shift.

Identifies personnel problems. Distinguishes between satisfactory and unsatisfactory performance in subordinates. Considers the feelings and needs of subordinates. Evaluates employee performance through observation of performance and/or review of written work to ensure that personnel meet department policies and professional standards. Strives to maintain a high degree of motivation among subordinates and other assigned personnel.

Identifies staffing problems, maintains minimum acceptable staffing levels, and assigns available personnel in accordance with District or Bureau needs and priorities. Manages the approval of requested leaves, vacations, and other days off at the District or Bureau level to maintain appropriate staffing levels. Manages time and attendance of subordinates through TeleStaff. Reviews schedules or assignments prepared by subordinates. Recognizes special needs of District or Bureau (e.g., pattern crimes, prevention, partnership, and problem solving) and allocates resources accordingly. Approves compensatory time and overtime for subordinate officers through TeleStaff.

Responds to calls of crimes in progress. Responds to calls for assistance. Maintains appropriate police demeanor by displaying courtesy, professionalism, and good judgment when interacting with subordinates, peers, superiors, and citizens alike. Provides routine assistance to civilians. Distinguishes hazardous from non-hazardous situations. Must be capable of performing the essential functions of a patrol officer.

Drives motor vehicle under non-emergency and emergency circumstances.

Monitors two-way radio while performing other duties. Actively manages the pending call queue and addresses as appropriate. Considers informal suggestions from subordinates. Identifies potential safety hazards at the District or Bureau level and takes corrective actions as needed.

Secondary Duties Performed: Manages major special events. Attends meetings in order to be apprised of organizational or procedural changes or to provide or exchange information. Works with other police agencies. Makes decisions regarding the allocation of new equipment and resources.

Investigates use of force and injury to prisoner incidents and prepares reports for superiors. Reviews use of force reports, and either concurs or recommends need for further investigation. Completes or reviews internal administrative reports.

Investigates complaints involving Sergeants and prepares reports for superiors. Conducts incident interviews with subordinates. Investigates alleged police misconduct. Investigates and resolves minor citizen complaints against police officers and also ensures that complaints of a more serious nature are handled per established policy. Investigates instances of superior performance or unusual heroism by subordinates or citizens and prepares a report for superiors.

Makes judgments about probable cause for warrantless searches and to request search warrants.

Coordinates and facilitates debriefing of critical incidents to command staff and assigned personnel.

References criminal laws contained in the City, State, and Federal Codes. Explains policy statement and directives contained in department policies and procedures. Explains collective bargaining agreement and how it applies in specific circumstances. Contacts appropriate police department personnel to resolve a problem. Disseminates unit's goals and objectives. Prepares unit's operations procedures manual.

Monitors inventory of equipment and oversees the inspection of assigned vehicles and equipment to maintain accountability, ensure proper operation, and ensure that needed maintenance actions are taken. Recognizes damage or malfunction(s) in personally assigned vehicle and/or equipment. Reviews subordinates' equipment damage reports.

Maintains serious and other crime scene procedures as contained in departmental policies and procedures. Preserves or ensures the preservation of evidence at crime scenes. Secures or supervises the securing of

an emergency area. Supervises searches of property in an attempt to discover persons or objects. Conducts or supervises the conduct of search warrant procedures. Communicates with suspects, witnesses, and other citizens. Recognizes when a situation is conducive to the deployment of a Crisis Intervention Team (CIT)-trained officer. Maintains confidential information from those who do not have a need to know. Supervises team operations. Performs the functions of a first-line supervisor, when necessary, in the absence of a Sergeant. Initiates actions in cases outside of assigned area of command when any delay in action would cause problems. Responds to calls to assist officers with unusual incidents or incidents requiring presence.

Develops or reviews tactical or operational plans prepared by subordinates for feasibility and conformity with policy and procedures.

Maintains an awareness about available community resources (e.g., Red Cross, shelters).

References legal updates, such as arrest procedure rulings, search procedure rulings, Miranda Rights rulings, and warrantless search procedure rulings, in professional journals.

Keeps current on department's training materials. Presents information about new procedures. Conducts informal and formal training courses. Receives in-service training, including classroom work, practical or tactical exercises, and weapons practice and training, to improve or maintain proficiency. Evaluates training program quality. Develops training material.

Inspects general appearance and required equipment of subordinates to ensure cleanliness, completeness and appropriateness of uniform, and personal grooming. Recognizes deficiencies in subordinates' uniform and/or personal equipment. Field checks activities of subordinates in order to evaluate job performance and ensure compliance with department policies and procedures and applicable statutes. Recognizes and addresses potentially improper or illegal actions taken by subordinate(s). Discusses job performance individually with subordinates in order to recognize strengths and correct weaknesses. Counsels subordinates regarding personal problems when approached by the subordinate or when problems are affecting job performance. Recognizes deteriorating job performance and fitness for retention or promotion. Applies probationary subordinate termination criteria when required. Distinguishes between satisfactory and unsatisfactory probationary subordinate job performance. Provides verbal counseling and admonishments for minor infractions of subordinates. Ensures performance standards are applied equitably and consistently by reviewing performance appraisals prepared by subordinates.

Maintains proper staffing levels for various types of situations. Monitors subordinates' use of sick leave to identify patterns of abuse, and formulates specific interventions or action steps to gain compliance with policy. Utilizes summary statistics to assist in planning. Changes work shifts. Coordinates transfer of personnel to and from unit.

Receives feedback on performance.

Responds to priority incidents when off-duty, as necessary.

Knowledge Areas, Skills, and Abilities - Police Lieutenant

Knowledge of:

- Rules of evidence, search and seizure laws, and fact/gathering procedures/processes.
- Pertinent criminal law to include code of criminal procedure.
- Court procedures (e.g., case development, presentation, testifying). The Disciplinary Matrix.
- Training concepts/issues/needs.
- Time and Attendance Computer Software.
- Administrative techniques.
- Supervision and personnel management techniques.
- Radio/communication procedures.
- Crowd management and critical incident techniques.
- Department's mission, vision, values, and goals.
- Departmental procedures, rules, and regulations.
- Geography, street, and physical layout of city and districts.
- English grammar, composition, usage, and punctuation.
- How to identify and utilize internal and external resources.
- RMS (Records Management System).
- What is required in a proper report.
- Rules of arrest.
- Arrest processing procedures and requirements.
- Police organization and staffing.
- Modern police methods and procedures.
- National Incident Management System (NIMS).
- Labor agreements.
- City/department grievance procedures.
- Basic computer software packages.
- Staffing needs in terms of minimum staffing levels, specific job requirements, etc.
- Crime analysis reports.
- Community based policing principals.
- Common investigative procedures.

Skill in:

- Understanding/interpreting relationships.
- Cultivating positive community relationships.
- Utilizing personnel effectively.
- Identifying facts in a situation.
- Interviewing/interrogating people.
- Soliciting information and suggestions from subordinates.
- Analyzing and evaluating input from subordinates to determine what should be passed on.
- The safe use of firearms.

Ability to:

- Communicate orally.
- Communicate in writing to make complete, grammatically correct, and accurate reports.
- Make basic arithmetical calculations (add, subtract, multiply, and divide, whole and fractional numbers).
- Use, and adapt to, changing technology.
- Work under pressure or stress.
- Take command of critical incidents.

- Work in uncomfortable weather/temperature conditions.
- Organize programs, reports, etc.
- Plan programs, deployment, etc.
- Analyze and evaluate.
- Discipline subordinates effectively.
- Counsel subordinates.
- Make analytical judgments where no firm guidelines exist.
- Appropriately delegate responsibilities and duties.
- Make and maintain a decision during stress.
- Handle conflicts among subordinates.
- Recognize individual/cultural needs and differences.
- Withstand criticism.
- Display initiative.
- Use impartiality and objectivity.
- Identify potential problems before they become problems and to advise subordinates.
- Interpret written information.
- Read and understand legal terminology.
- Follow directions.
- Be flexible and to accept new ideas and ways of doing things.
- React effectively during non-routine situations.
- Recognize subordinates' strengths and weaknesses.
- Recognize exceptional performance.
- Quickly make sound decisions based on the facts presented.
- Gain cooperation and compliance from others.
- Favorably influence the activities of others.
- Lead by setting example.
- Set priorities.
- Manage time effectively.
- Recognize when discipline should be handled at the next level.
- Plan, organize, and direct management functions and special projects.
- Coordinate activity at a serious incident.
- Multitask.
- Develop alternate solutions to problems.
- Display tact and diplomacy in dealing with others.
- Display patience.
- Display sensitivity to the feelings of others.
- Show persistence.
- Follow organizational guidelines.
- Be supervised.
- Work as a team member.
- Maintain confidentiality in the performance of duties.
- Physically use police equipment.
- Drive a car.
- Use computer and other office equipment.
- Be and/or demonstrate: Honesty, Integrity, Self-Discipline, Self-Motivation, Courteous, Cooperative, Courageous, and Ethical.

Minimum Qualifications:

I. Physical Requirements

A Lieutenant must be able to perform the following essential physical functions of an entry-level police officer as determined by FPSI (Fire & Police Selection, Inc.). These requirements went into effect in November, 2009.

- Static strength sufficient to:
 - a. lift and carry objects such as property (e.g., televisions, stereos, food and beverage cases); equipment (e.g., duty bag, evidence kit, box of flares, cases of ammunition); vehicle parts (e.g., truck tires, car wheels).
 - b. lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) with assistance.
 - c. lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) without assistance.
 - d. push/pull/drag objects such as stalled car across an intersection or off a roadway, dead animals (e.g., deer or large dogs), road debris or hazards (e.g., utility poles, tree limbs), move furniture, mattresses, and other household items to conduct searches, maneuver people during arrests or when injured (e.g., pull from a car or onto a gurney), or assist another officer over a wall.
- Explosive strength sufficient to:
 - a. jump over obstacles (e.g., hedge, hood of car, ditch, culvert, retaining wall) as high as four feet and as wide as four feet.
 - b. sprint short distances during deployment to pursue suspects, escape hazards (e.g., fire, gunfire, toxic elements), or assist victims requiring emergency assistance.
 - c. control/restrain combative individuals.
 - d. use the body to force entry into a structure.
 - e. run a distance of over 50 yards.
 - f. run a distance of under 50 yards.
 - g. pull self up and over obstacles.
- Dynamic strength sufficient to:
 - a. climb up or over objects (e.g., steep, uneven grades, hills, and sandy areas, trees, fences, poles, extension ladders, sides of buildings) up to six feet.
 - b. repel down sides of buildings.
 - c. walk for an average of six to seven hours with few breaks to direct traffic, patrol during parades, football games, and dances, patrol shopping malls, and conduct search and rescue operations.
 - d. walk up and down flights of stairs.
 - e. crawl in confined areas (e.g., attics).
 - f. climb through small openings (e.g., windows).
 - g. pull self through openings.
- Stamina to run for one-quarter of a mile on the average or up to a maximum of approximately one mile in order to apprehend a suspect.
- Balance, coordination, flexibility, and mobility of the body.
- Ability to physically react quickly in situations such as drawing weapon, defensive driving, physical confrontations (e.g., fending a blow or preventing flight), or dodging traffic.
- Arm-hand steadiness, while moving arm or holding it in one position, in order to accurately aim and fire a firearm, spray chemical deterrent, and operate camera equipment or hand-held radar.
- Manual and finger dexterity to quickly make skilled, coordinated movements of the fingers and/or

hands to operate radio and intoxilizer, load/unload firearms, handle minute or delicate evidence, and write.

- Near vision sufficient to identify and distinguish among objects (arm's length or closer) such as fingerprints, serial numbers, trace evidence (e.g., lint, fibers, hair) and read fine print on items (e.g., reports, driver's license, containers, legal documents and forms, books, citations).
- Far vision sufficient to identify license plates and vehicle makes at a distance and under various light and weather conditions, and distinguish one person from another, identify objects on a person or held in person's hand, distinguish a weapon from an object other than a weapon, identify and describe clothing, height, weight, and facial characteristics from a distance and under various light and weather conditions.
- Color vision sufficient to identify and distinguish between colors and shades of color to identify narcotics, describe subject (e.g., clothing, hair, eyes, or skin color), recognize and describe hazardous material placards on vehicles, and identify evidence tagging.
- Hearing ability sufficient to understand general in-person and telephone conversation, radio transmissions, commands, and cries for assistance when obscured by background noise, to discriminate among non-speech sounds (e.g., action of weapons), recognize the direction from which a sound is coming (e.g., footsteps, voices, or alarms), and understand whispered conversation.
- Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally-mandated job responsibilities and limitations, and repetitive, routine patrol conditions that require riding for extended periods in a car.
- Sense of smell sufficient to detect illegal drugs, alcoholic beverages, ether, fuels (e.g., natural gas, gasoline), fire, and corpses.
- Hand-eye coordination to aim and accurately fire a weapon, use police tools, demonstrate a field sobriety test, or write.
- Sufficient use of voice to speak loudly and clearly enough to be easily understood during in-person or telephone conversation or radio transmissions over a noisy background and to project authority and command presence via volume, tone, clarity, and assertiveness.
- Physical ability to subdue and arrest a resisting/attacking individual.
- Physical ability to effectively handle opposition during an arrest or in an emergency situation.
- Physical ability to effectively handle an armed confrontation with a suspect.
- Ability to recover weapon(s) from a suspect.
- Physical ability to perform an evasive maneuver to recover a weapon from a suspect.
- Ability to sit or stand for long periods of time.
- Ability to clean weapons.
- Ability to maintain firearm qualifications.
- Ability to inspect weapons.

II. Experience/Education Requirements

- a. Minimum Education Requirement: Graduation from high school or possession of a GED certificate as required by Civil Service Rules and Regulations.
- b. Minimum Experience Requirement: As required by Civil Service rules.
- c. Necessary Special Requirement: As required by Civil Service rules.

Typical Career Path for Police Lieutenant:

PATROL OFFICER
DETECTIVE, TECHNICIAN, CORPORAL
SERGEANT
LIEUTENANT