



Job Vacancy

Detective Lieutenant Police Department

Job Description: Under limited supervision, directs and supervises the activities of officers as assigned in order to ensure the proper enforcement of all Federal and State laws, City ordinances and departmental rules, orders, policies and procedures relating to public safety and welfare. Plans daily operations and performs various administrative and/or specialized activities in assigned area of responsibility. Works under stressful, high-risk conditions.

ESSENTIAL JOB FUNCTIONS:

- Supervises and participates in the enforcement of all Federal and State laws and City ordinances.
- Ensures subordinates' compliance with all applicable policies, procedures, rules, regulations, and directives as established by the Police Chief and/or other superior officers.
- Supervises subordinate officers engaged in the activities of the Detective Division; supervisory duties include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, recommending/approving discipline, and recommending transfers, promotions, termination.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations for improvement as appropriate; offers advice and assistance as needed.
- Assists subordinates in the completion and preparation of daily activities for court cases; provides interpretation and instruction with regard to departmental policies, methods, and procedures.
- Receives and investigates personnel complaints and allegations made by the public or other law enforcement officers; takes corrective action as appropriate.
- Wears a respirator during emergency situations when appropriate.
- Observes the activities and capabilities of personnel under direct supervision to ascertain effective and timely performance of duties, paying particular attention to members serving probationary periods.
-
- Completes and submits to supervisor written reports documenting any cases of misconduct, incompetency, neglect of duty, or violations of rules, regulations and procedures. Prepares and/or submits incident reports, supplemental reports, accident reports, monthly reports, logs, etc.; reviews reports submitted by subordinates for completeness and accuracy.
- Directs and supervises the implementation of all rules, regulations, policies, and procedures.
- Prepares and/or reviews personnel records and reports, including but not limited to time sheets, overtime information, monthly reports, evaluation forms, work/vacation schedules, etc.
- Performs routine duties, including but not limited to patrolling assigned areas of the City, responding to public calls for assistance, investigating criminal incidents, apprehending and arresting suspects and violent persons, securing crime scenes, issuing traffic citations/summonses, serving official papers and judges' orders, seizing property and/or criminal evidence, maintaining public order, interviewing victims and witnesses, interrogating suspects, transporting prisoners, etc.
- Assists in developing and implements programs designed to provide effective and efficient law enforcement services to City citizens.
- Performs responsible duties related to crime prevention and community relations programs; attends neighborhood Crime Watch meetings to enhance police/community relationships; presents personal safety programs to citizens and implements problem-solving techniques and strategies.

- Demonstrates and promotes Community Team Policing by participating in community association meetings, community events, committees and other activities that promote community and police partnerships.
- Develops and maintains extensive knowledge of the services provided by other governmental and private agencies; refers citizens to needed services; monitors involvement of other agencies to ensure needed services are provided.
- Facilitates the exchange of information between citizens and other officers, detectives, crime prevention personnel and outside agencies.
- Provides assistance and coordinates with other law enforcement agencies on matters pertaining to law enforcement or related matters.
- Remains abreast of all Federal and State laws, and ordinances of the City of Lancaster; informs subordinates of any changes and ensures the implementation/enforcement of same.
- Attends required training courses and seminars; participates in required physical fitness activities.
- Attends departmental meetings as required.
- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer and monitor, adding machine, recorder, radio equipment, audio-visual equipment, facsimile machine, telephone. Operates/uses a variety of police equipment, including restraining devices, protective gear, firearms, etc.
- Maintains required certifications and training as mandated by the Department.
- Provides court testimony as necessary.
- Maintains assigned equipment and vehicles.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

PREFERRED EDUCATION AND EXPERIENCE REQUIREMENTS

Associate's Degree in Criminal Justice or related field supplemented by seven (7) years of experience in law enforcement, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Must have successfully completed required courses through the South Carolina Department of Public Safety, Criminal Justice Academy Division, and hold required certifications.

Must maintain radar and Data-master certifications, and all other mandated training for certified police officers.

Must possess a valid South Carolina Driver's License.

Must maintain proficiency in the use of firearms and evasive driving techniques.

Application for Position: Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (employment tab) Position Open Until Filled. EOE.

Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range		
PD16	\$32.01 - \$40.01		