



## LIEUTENANT

**Clark K. Crowther**  
Investigations Division  
(801) 782-7219

**Dirk R. Quinney**  
Patrol Division  
(801) 782-7219

The position of Lieutenant is the second level of command within the Police Department, and is a responsible and administrative police position. Work involves assisting and maintaining efficient operation of the police department; supervision of assigned police functions; undertaking long range departmental planning and setting future objectives; assisting in the development of rules, regulations, policies and procedures; assisting in the inspection and promotion of personnel, preparing departmental reports as assigned; and undertaking similar activities in the overall direction and operation of the police department. Duties are normally performed with considerable independence in accordance with specific departmental policies and procedures.

1. Works closely with the employees he is supervising, and is available to answer their questions or direct them in a course of action to be taken in routine or emergency situations.
2. Under direction, formulates and prescribes work methods and procedures to be followed by employees of the department; appraises conditions of work and takes necessary steps in improving police operations.
3. Assures a good police image with the public with the assistance of subordinate supervising officers. Inspects the appearance of employees and helps them develop a good conscientious frame of mind. Also inspects and maintains all police equipment for supply in good working order.
4. Enforces the rules and regulations and policies of the department. If an infraction occurs, takes immediate action to resolve the violation as set forth in guidelines and directives. Also assists the Chief of Police in investigating any citizen complaints against personnel of the department.
5. Attends civic club meetings, churches, schools and other places of public gathering to explain the activities and functions of the police department, and to establish favorable public relations.
6. Under direction, controls the expenditure of departmental appropriations and assists in preparation of the annual budget estimates of needs.
7. By reviewing daily reports and activities, the Lieutenant will pinpoint specific trouble areas within the city and then apply special tactics or procedures to counteract and resolve the problem.

8. Stays abreast of all departmental functions and operations so that during the absence of the Chief of Police, will be able to assume that role, and carry out the department business in the same manner and with the same integrity as the Chief.
9. Participates in personnel processes, making recommendations on appointments, promotions, transfers, disciplinary actions and discharges.
10. Prepares written evaluations of first level supervisors, and presents these evaluations to them.
11. Performs other duties as assigned.