

**City of Sallisaw  
Job Description**

**Job Title:** Lieutenant

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**Exempt (Y/N):** No  
**Date:** August 2007

**Department:** Police  
**Reports To:** Chief of Police & Captains

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**SUMMARY**

The incumbent is responsible for supervising subordinate officers during their shift and patrolling city streets. Responsible for enforcing local, state and federal laws within municipal boundaries. Approves reports and insures all paperwork is turned in promptly and correctly.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following.

1. Supervises subordinate officers on assigned shift.
2. Communicates directives from the Chief and Captains to subordinates.
3. Assigns patrol areas and points out problems in specific areas, as well as the necessary types of enforcement within those areas.
4. Enforces city and state traffic/criminal ordinances and statues on a daily basis.
5. Prepares and checks miscellaneous reports.
6. Performs preservation, collection, storage and shipment of crime evidence to labs.
7. Prepares time sheets and other related paperwork.
8. Keeps and maintains firearm service and repair reports.
9. Instructs officers in areas of general law enforcement.
10. Trains and prepares for emergency crisis involving armed individuals and high risk search and arrest warrants.
11. Keeps current on any changes of state laws and policy and procedures
12. Responsible for facilities and equipment.
13. Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Supervises up to six employees in the department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; recommends rewarding and disciplining of employees; addresses complaints and resolves problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Must have high school diploma or GED. Successful applicant must have been employed with the Sallisaw Police Department for a minimum of five (5) years, possess an Intermediate Law Enforcement Certification, and have accumulated at least sixty (60) CLEET points.

## **LANGUAGE SKILLS**

Must have the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Must be able to respond to common inquiries and/or complaints from customers, regulatory agencies, or members of the business community. Must have the ability to write speeches and articles for publication that conform to prescribed style and format. Must have the ability to effectively present information to top management, public groups, and/or boards of directors.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Has contact with other departments and offices of the city. Also, frequent contacts with individuals in middle level positions, the general public, patrons and other outside representatives. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

## **MATHEMATICAL SKILLS**

Must be able to apply the basic concepts of math; add, subtract, multiply and divide.

## **REASONING ABILITY**

Must be able to define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICNESES, REGISTRATIONS**

Must have Intermediate Law Enforcement Certification and continuous CLEET training.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk and hear. The employee must be able to sit, taste and smell. The employee must be able to stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms; climb and balance; and, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.


**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions. The incumbent may work in high precarious places, near moving mechanical parts; may be at risk of electrical shock and/or vibration. The incumbent may be exposed to fumes and airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the corner of Chickasaw and Elm, Sallisaw, Oklahoma.

Approved:  Date: 8/22/07  
City Manager

Date Modified: