

## **Police Lieutenant**

### **Rangely Police Department**

The Town of Rangely is actively seeking to hire a full-time Police Lieutenant. The basic requirements for the position are:

- The candidate must have a High School Diploma or GED.
- Must be 21 years of age.
- Colorado Post-certified.
- 8-10 years of prior experience.

Applicants must be able to perform all essential job functions and peripheral duties as well as meet specific knowledge and skill requirements. The advanced skills include administrative, planning, organizing and supervising officers and activities as assigned. The Lieutenant will also promote and assist the Chief of Police with the Department's long-range goals, objectives, scheduling, policies, and more difficult police & investigative issues.

The salary range for the position is \$55,000-65,000 and would be evaluated and commensurate with the candidate's qualifications. Benefits include Health, Dental, Life Insurance, Short Term Disability, Credit Union Membership, WRB Park & Recreation Admission, and Retirement with matched contribution by Town of Rangely. Vacation, Sick, and Personal Days start accruing immediately.

**JOB SUMMARY:** The position is responsible for supervising and participating in police operations for Town of Rangely

#### **MAJOR DUTIES:**

- Supervises and coordinates departmental personnel through precincts composed of squads containing shift Sergeants and Officers in the investigation of criminal and administrative cases; offers guidance and expertise to investigators; ensures that processes are conducted in accordance with laws, regulations, policies, and procedures.
- Reviews and submits police reports, including incident, accident and other reports; ensures case files are completed and properly submitted; trains assigned personnel in proper reporting methods.
- Assists the Chief of Police in managing personnel in the provision of services to the campus community.
- Develops monthly employee work schedules; schedules employees to cover special events.
- Issues and maintains departmental equipment and software.
- Investigates complaints concerning officers or department operations as well as criminal incidents.

- Assists officials from other law enforcement agencies; testifies in court.
- Monitors and evaluates the job performance of subordinates; recommends personnel actions.
- Reviews and approves employee time cards; approves officer leave requests.
- Performs all related duties of a police officer including shift coverage when needed.
- Attends hiring boards and conducts applicant background investigations.
- Maintains officer training records; coordinates opportunities for officer training.
- Analyzes department personnel, policies, and trends and makes recommendations for improvement.
- Maintains seized evidence and property according to policies and procedures.
- Assists Chief of Police in the planning of special events and large scale operations.
- Develops and presents training instruction to staff and other campus constituencies.
- Reviews and approves departmental payroll and timesheets for subordinates.

#### **KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of modern law enforcement principles and practices.
- Knowledge of community policing principles.
- Knowledge of emergency preparedness, response and recovery principles.
- Knowledge of public safety principles as related to college campuses.
- Knowledge of supervisory principles and practices.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Chief of Police assigns work in terms of general instructions. The Lieutenants validate completed work for compliance with procedures and the nature and propriety of the final results.

#### **COMPLEXITY/SCOPE OF WORK:**

- The work consists of varied supervisory, law enforcement, and emergency response duties. The necessity of responding to a variety of circumstances combined with strict regulations contributes to the complexity of the position.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

- Must be able to perform all duties, services, and functions of a uniform police officer as outlined
- The work is typically performed in the field while intermittently sitting, standing, running, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high

degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in buildings, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts, contagious or infectious diseases, irritating chemicals, and hazardous or dangerous situations. Work requires the use of protective devices such as masks, goggles, gloves, etc. as well as other specialized law enforcement equipment.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over assigned personnel. These personnel include, but are not limited to Sergeants, Officers, and/or investigators assigned to squads. In addition, communications staff may report to this position depending on precinct needs and demands. During special events and activities, the number of personnel directly supervised by a Police Lieutenant may increase.

**QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related management experience.
- Ability to meet current requirements set forth by the State of Colorado.

Successful applicants for the position will be administered a psychological test, pre-employment drug screen, physical/function capacity test, polygraph, and full background check. Applicant must be able to work rotating shifts including nights, weekends, and holidays.

Applications may be obtained from the personnel department (970)675-8476 or police administration (970)675-8467. Applications are also available on our website at [www.townofrangely.colorado.gov](http://www.townofrangely.colorado.gov). Email resume and completed application to [thamblin@rangelyco.gov](mailto:thamblin@rangelyco.gov)

Rangely is a small town located among the stunning mesas of the high desert in Northwest Colorado, which is part of the Great West Region. Our town is filled with caring citizens, clean air and amazing adventures...right out your backdoor. We feel fortunate to have 300 days of sunshine a year, dark skies, hundreds of miles of OHV Trails and one of the only designated natural rock-crawling parks in Colorado. We are located on the Dinosaur Diamond Scenic Byway.

Please visit our website and see everything that Rangely has to offer. We look forward to hearing from you! Position is Open until filled. The Town of Rangely is an Equal Opportunity Employer.