

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Police Lieutenant

**Class Code:** 7531

**Pay Grade:** 119

**GENERAL CLASS DESCRIPTION:**

Under general supervision, assumes responsibility for the command and administration of a shift; provides supervision and in-service training, evaluates performance of assigned merit and student staff; and directs the investigative and technical service activities as assigned.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Assigns work and provides supervision to Police Patrol Officers and student employees; schedules work days, days off, compensatory time, vacation and approves time sheets and work reports.
2. Instructs staff on procedural matters and prepares written reports to improve performance; accompanies staff performing their duties to evaluate performance and ensure compliance with departmental directives and to provide standardization of procedures. Initiates disciplinary measures for employees as required and recommends commendatory actions for subordinate personnel.
3. Assists the Public Safety department with the assessment of training needs and policy development; explains university and departmental policies to shift personnel and provides training. Counsels and instructs staff to improve performance.
4. Responds to the scene of serious accidents and incidents; insures that proper procedures are followed; reviews reports for accuracy and completeness; and assigns investigations and supervises and assists departmental personnel in follow-up inquiries.
5. Maintains records and writes reports to superior officer concerning shift activities, staff performance and other assigned topics.
6. Ensures the proper use of departmental equipment such as multi-frequency radio system, multi-telephone system, dispatching system, radar units, etc.
7. Performs the duties of Police Officer as necessary.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

**Class Title: Police Lieutenant**

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of managerial principles and techniques.
2. Knowledge of state criminal and traffic codes, and city ordinances; personnel, university, and departmental policies and operating procedures; and Regents Merit System Rules and the AFSCME Collective Bargaining Agreement.
3. Knowledge of the university campus and locations and services of various university departments and community agencies.
4. Knowledge of equipment operation principles including radio communications between the university, city, state and local units.
5. Knowledge of patrol, investigative and arrest procedures.
6. Knowledge of legal documents and processing procedures.
7. Skill in administering first aid and cardiopulmonary resuscitation.
8. Skill in operating vehicles both day and night in emergency situations.
9. Ability to communicate effectively, orally in face-to-face situations and over public safety radio and in writing, with students, faculty, staff and the general public.
10. Ability to patrol on foot or bicycle; remain in standing or sitting position for long periods of time; and pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting vehicles, lifting, carrying or dragging heavy objects, climbing over and pulling oneself over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, ditches, and streams, crawling in confined areas, balancing on uneven or narrow surfaces, and using bodily force to gain entrance through barriers.
11. Ability to supervise, train and motivate employees.
12. Ability to reconstruct accidents from interviews and physical evidence.
13. Ability to analyze situations and use judgment to make decisions.
14. Ability to enforce university and departmental policies and procedures as they relate to employee actions.
15. Ability to enter and retrieve data from a computer terminal, personal computer, or other keyboard device.
16. Ability to work outside in extreme weather conditions.
17. Ability to work in stressful situations.

**Class Title: Police Lieutenant**

**Class Code: 7531**

**Pay Grade: 119**

18. Ability to hear and see acutely during day and night-time conditions.

19. Ability to perform the duties of subordinate personnel.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Possession of certification from the Iowa Law Enforcement Academy as a Law Enforcement Officer, or
2. Possession of law enforcement certification in another state and successful completion of all application and examination requirements as outlined in Iowa Administrative Code 501-3.8(80B), and
3. Three years experience at the Police Officer or equivalent level; or
4. AA/AAS in Criminal Justice or Police Science or 60 semester hours/90 quarter hours from an accredited college or university and two years experience at the Police Officer or equivalent level.

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**REVISION EFFECTIVE: July 31, 2016**