

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Police Lieutenant Colonel	BAND/LEVEL:	MGT V
DEPARTMENT:	Police	JOB NO:	1730
DIVISION:	Police Administration	DATE:	02/01/2016
REPORTS TO:	Chief of Police	FLSA STATUS:	EX
FULL-TIME: XX	PART-TIME:	TEMPORARY:	COST CENTER: 211/221
REPLACES: Police Lieutenant Colonel			DATE: 08/02/2013

JOB SUMMARY STATEMENT:

Manages and directs one of two Police Bureaus. Assists the Chief of Police in the administration of the Police Department. Participates with the Chief of Police in the development of the goals & objectives as stated in the Strategic Operations Plan. Acts as the Chief of Police in his/her absence. Meets with citizen groups and responds to public inquiries as appropriate.

DUTIES AND RESPONSIBILITIES:

1. Manages and directs one of two Police Bureaus – Operations or Services Bureau, as assigned by the Chief of Police. Provides leadership and guidance to division commanders. Assists with goal setting and evaluates outcome.
2. Directs all day-to-day operation of assigned Bureau; making decisions commensurate with authority in the area of intra-bureau transfers; recommending disciplinary action, Bureau budget maintenance, Bureau goal attainment, and creative problem solving.
3. Assists the Chief of Police in the administration of the Police Department by implementing all directives, policies, and procedures.
4. Assists the Chief of Police with the development of the department goals and objectives.
5. Responds to public and City Council inquiries and concerns. Meets with citizen groups, clubs and organizations to discuss police services.
6. Maintains all Standard Operating Procedures (SOP) within the Police Department assigned Bureau. Ensures timely review, revisions, additions, and deletions of SOP's.
7. Reviews all personnel actions within designated Bureau and recommends appropriate actions to the Chief of Police. Monitors and reviews budget and non-budget personnel items.
8. Acts as liaison and department representative to municipal and districts courts. Meets with prosecutors on various final dispositions involving municipal and districts court cases.
9. Responsible for all crime prevention and interdiction efforts, including the prevention of traffic accidents.
10. Directs the actions and activities of three pro-active police divisions. Those being Antioch Patrol, Sanders Patrol, and Traffic and Support Division.
11. Provides leadership support for the TAC Division, which oversees the functioning of multiple ancillary units to include critical incident team, bomb unit, underwater rescue and recovery unit, and major event security and safety.
12. Responsible for the investigation of all criminal activity within the City as well as the gathering of criminal intelligence information.
13. Prepares and executes the Annual Benchmark Survey. Coordinates information from participating police departments. Reviews and analyzes data. Recommends modifications to department based on report findings.

14. Oversees the investigation of major cases or metro squad investigations when necessary.
15. Performs the duties and responsibilities of Chief of Police in his/her absence.
16. Performs the duties and exercises the responsibilities as described in the Police Officer position descriptions, job number 5020.
17. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
18. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in public administration, personnel management, criminal justice, law enforcement, social science, or a related field with advanced courses in police administration from the FBI National Academy or Southern Police Institute, or an equivalent combination of education and experience. Holds or is capable of holding Kansas State certification as police officer.

Minimum age 21.

US citizen.

No felony convictions or serious misdemeanors.

Possession of an appropriate, valid Kansas Driver's license.

Must maintain an insurable driving record.

Must reside within 90 minutes from Overland Park Police Department Stations.

Must obtain certification as a Law Enforcement Officer issued through the Kansas Law Enforcement Training Commission prior to receiving permanent employment status as outlined in the City employee handbook.

Must successfully pass polygraph exam and police background check prior to employment.

EXPERIENCE:

15 years of increasingly responsible public safety experience including at least 10 years administrative and supervisory experience. Command level experience as a Division Commander or above with the Overland Park Police Department or a comparable size department.

SKILLS:

1. Good oral and written communication skills.
2. Organizational skills.
3. Good analytical skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state, and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Ability to recognize and protect confidential information.
4. Ability to make critical decisions under high stress situations.
5. Ability to train and guide others.
6. Diplomacy and judgment.
7. Abstract and logical reasoning.

See mental requirements as listed in the police officer job description.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive telephone calls.

2. Ability to operate City vehicles.
3. Mobility to travel to various City locations.
4. Ability to sit and be attentive for extended periods of time.
5. Ability to speak to an individual or group for extended periods of time.

See physical requirements as listed in the police officer job description.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct

- Major
- Captain
- Sergeant
- Police Officer(s)
- Administrative Assistant

Indirect

- Full and part-time commissioned and civilian personnel

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Running	Occasional	even and uneven surfaces
Sitting	Constant	motor vehicle operation
Driving	Constant	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Constant	Both in and out of vehicle
Kneeling	Occasional	various postures to complete requirements
Squatting	Occasional	various postures to complete requirements
Crawling	Occasional	various postures to complete requirements
Climbing	Occasional	on / off equipment; high surfaces; fences
Jumping	Occasional	various postures to complete requirements
Stairs	Occasional	various environments encountered
Ladders	Occasional	various environments encountered

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Misc. Items	up to 125 lbs	floor to waist	variable	occasional	dog; ammo; body armor
Duty bag	25 lbs.	floor to chest	variable	occasional	one or two hand lift
Misc. Items	25 lbs.	floor to chest	variable	occasional	evidence kit; shield
Misc. Items	30 lbs.	floor to shld.	variable	occasional	misc. equip.; rifle
CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Person	variable	up to 100 yds	variable	occasional	
Misc. Items	up to 125 lbs	up to 100 yds	variable	occasional	

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

REACHING	DURATION	DESCRIPTION
Above shoulder	occ - freq.	various activities require this activity
At shoulde level	occ - freq.	various activities require this activity
Below shoulder level	occ - freq.	various activities require this activity

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Pinching	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Flexion / Extension	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Pronation / Supination	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Typing / Data Entry / Reports	frequent	vehicle computer / report writing

Officers must be able to perform all essential occupational duties while wearing gas mask in the event that wearing this equipment is required. This mask is distributed by the department.

The position and requirements of a police officer are extremely variable and dynamic in nature. It is difficult to objectively quantify forces, frequency, or duration of any and all tasks in that these requirements will change on a daily basis. The above information is gathered from an interview of multiple law enforcement officers.