

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Police Lieutenant**

**Department: Police**

**Pay Grade: PD.7**

**Supervision Received From: Police Major & Police Captain**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Police Sergeant**

**Established: 6/29/07**

**Revision Dates: 4/3/25;  
10/20/23**

**CLASSIFICATION SUMMARY**

Incumbents in this classification are responsible for supervising and coordinating the activities of assigned first line supervisory law enforcement staff engaged in the enforcement of laws, statutes, and ordinances of the City of Chattanooga and the State of Tennessee. Performs specialized and/or technical activities within the assigned area of responsibility. Strategic planning/problem solving for issues of crime, disorder and general public safety in assigned areas of responsibility. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** The Police Lieutenant is the fifth level of a six level sworn police series.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises staff on an assigned unit to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Evaluates manpower and project material requirements which includes completing requisitions and purchase vouchers; making shift and unit assignments and performing other related activities.

Reviews a variety of reports and shift synopses; meets with Sergeants to discuss goals and objectives, pending cases, investigative efforts, or other areas requiring attention.

Participates in/on a variety of meetings, community meetings and/or other related groups in order to receive and convey information.

Establishes and maintains communications between subordinates and management. Provides input to management on status of on-going investigations and provides suggestions to management concerning unit operations.

Ensures that departmental policies are followed, documentation is accurate, equipment properly maintained and that expenditures are within policy.

Responds to questions, complaints and requests for information, by telephone or in person, from a variety of individuals; investigates and resolves complaints received from citizens regarding subordinate officers.

Enforces all city and state codes, ordinances, laws and regulations, in order to protect life and property and to prevent crime and promote security.

Identifies patterns and developing trends of crime activity by collecting and reviewing data; develops and recommends strategies to mitigate criminal activity.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS

High School or GED, completion of college coursework, and three (3) years of experience as a Police Sergeant.

#### LICENSING AND CERTIFICATIONS

Valid Driver's License; CPR Certification; P.O.S.T. Certification

#### KNOWLEDGE AND SKILLS

Knowledge of supervisory principles; advanced principles and practices in assigned area of responsibility; applicable federal, state and local laws, ordinances, codes, rules, regulations, statutes, policies and procedures; public relations and customer service principles; firearms techniques; safety principles and practices; defensive techniques; physical apprehension, handcuffing and restraining techniques; traffic and parking control methods; civil and criminal investigation methods. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; reviewing a variety of reports and other applicable documents to ensure accuracy, completeness and soundness; interpreting, applying and communicating

applicable laws, ordinances, codes, rules, regulations, policies and procedures; providing customer service; using a computer and related software applications; operating and controlling emergency vehicles; solving problems; conducting negotiations and mediations; investigating criminal and/or traffic violations; using firearms and batons; apprehending, handcuffing and restraining individuals; preparing reports; using defensive tactics; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects. Incumbents may be subjected to vibrations, fumes, odors, dusts, extreme temperatures, inadequate lighting, work space restrictions, intense noises, infectious diseases, criminal suspects and prison inmates.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.