

**ORDINANCE NO. 31-18**

**AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO ACCEPTING THE REVISED JOB DESCRIPTION FOR THE POLICE LIEUTENANT POSITION.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** In accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the job description for the position of Police Lieutenant is hereby approved, marked Exhibit A, attached hereto and incorporated herein.

**SEC. 2:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 3:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** February 26, 2018

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** February 27, 2018

**SIGNED:** Dennis Hanwell  
Mayor

**THE CITY OF MEDINA  
JOB DESCRIPTION**

REVISION

ORD. 31.18

**TITLE:** Police Lieutenant

**REPORTS TO:** Police Chief

**DEPARTMENT/DIVISION:** Police

**CIVIL SERVICES STATUS:** Classified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification serves as second in command and assists in supervision and direction of Police Department activities. Duties include assigning personnel to positions, evaluating work performances, instructing department personnel in new and approved police methods, enforcing the Manual of Rules and Regulations and inspecting Department activities. The individual in this classification may be responsible for auxiliary support services and their operation. Duties are performed in accordance with plans, policies and procedures formulated by the Medina Police Chief, with considerable independence to achieve the desired results.

**ESSENTIAL JOB FUNCTIONS:**

Directs and supervises the activities of Department personnel.

Interprets new laws, ordinances, rules and regulations for subordinate officers.

Prepares and implements new Department procedures.

Instructs subordinate officers as to work assignments and procedures.

Analyzes and evaluates performance of subordinate officers.

Instructs recruits in policies and practices of the Department.

Schedules and oversees Department in-service training.

Inspects personal appearance and equipment of subordinate officers.

Receives, investigates and resolves citizen complaints regarding traffic enforcement, the Department or Department personnel.

Serves as disciplinarian for the patrol division, conducting or directing internal investigations and issuing warnings, reprimands, commendations and other forms of discipline.

Assigns cases to detectives and reviews detective work.

Prepares and implements the Department annual budget.

- Directs the safekeeping and storage of property and evidence.
- Handles correspondence and prepares reports to the Police Chief noting deficiencies and recommending corrective action.
- Oversees care, calibration and maintenance of BAC verifier for Department testing.
- Certifies BAC verifier records for introduction in court proceedings.
- Prepares and introduces new legislation to Medina City Council for consideration.
- Arranges details and schedules officers for off-duty assignments.
- Organizes and implements security plans for Medina Municipal Court on an individual case basis.
- Acts as jail administrator and oversees Department jail operations.
- Organizes and plans search warrant raids and arrest warrant details.
- Organizes and carries out Department liquor stings in cooperation with City liquor establishments.
- Schedules Department tours as requested by community groups and assigns officers to conduct such tours.
- Organizes and arranges in-state prisoner transports and out-of-state extradition of prisoners.
- Maintains regular and consistent attendance.
- Assigns officers to speak at community functions as requested.
- Oversees radio and vehicle maintenance and repairs.
- Attends and testifies in court as required.
- Handles department purchasing as required.
- Processes purchase orders and invoicing for payment.

**EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma or GED, preferably supplemented by college level course work in law enforcement.

A Bachelor's degree in criminal justice or related field, attendance at the FBI National Academy, Southern Police Institute, Ohio Certified Law Enforcement Executive (CLEE), Ohio Police Executive Leadership College (PELC), ~~Public Safety Leadership Academy (PSLA)~~ or equivalent are encouraged.

Considerable experience at the level of Police Sergeant, ~~or Investigative Specialist.~~

Training at a state or national police training school or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**License:**

V Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

**Certification:**

Ohio Peace Officer Certification

**QUALIFICATIONS:****Knowledge of:**

- Approved principles and practices of police work;
- Police administration;
- Controlling laws and ordinances and of Department policy; and
- Geography of the City.

**Skilled in:**

- Commanding the respect of subordinate officers;
- Operating motor vehicles; and
- Directing and supervising the work of subordinates.

**Ability to:**

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Maintain cooperative relationships with other City officials and with the general public;
- Exercise sound judgment in emergencies;
- Demonstrate integrity and tact;
- Understand and follow complex oral and written instructions;
- Provide administrative and professional leadership and direction to Department personnel; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

**PHYSICAL DEMANDS:**

Physical ability to act quickly in emergency situations. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

**ENVIRONMENTAL ELEMENTS:**

This position requires the employee to spend a majority of working hours in an office situation. The position includes a high incidence of interaction with fellow City employees, government officials and citizens often under difficult or emergency conditions.

**WORKING CONDITIONS:**

May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:**

**ADDITIONAL REQUIREMENTS:** The above information on this 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. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: \_\_\_\_\_

DATE: \_\_\_\_\_