



**Code: 9173**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: LIEUTENANT**

### **CHARACTERISTICS OF THE CLASS**

The Lieutenant classification works to accomplish the department's mission to serve the community and protect the lives, rights, and property of all people in Chicago.

Under supervision, direction, serves as officer in charge of a unit or section during an assigned tour of duty and performs specialized, technical, and/or confidential work in the office or field; and performs related duties as required

### **ESSENTIAL DUTIES**

- Sanctity of Human Life. The Department's highest priority is the sanctity of human life. The concept of the sanctity of human life is the belief that all human beings are to be perceived and treated as persons of inherent worth and dignity, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, immigration status, homeless status, source of income, credit history, criminal record, criminal history, or incarceration status. Department members will act with the foremost regard for the preservation of human life and the safety of all persons involved
- Manages work functions during tour of duty to maximize use of Department personnel and resources in area of responsibility
- Assigns personnel by allocating assignments and tasks in a manner consistent with both union contracts and Department directives
- Observes subordinate behavior for signs of personal/wellness problems and suggest appropriate resources to address problem(s)
- Schedules and approves requests for use of compensatory time earned and requests for extended time off to maintain appropriate staffing levels
- Checks email, Department administrative messages, and automated in-box throughout tour of duty and takes appropriate action on items received
- Directs the overall watch response to district crime conditions
- Ensures that Sergeants are monitoring their officers' daily activities and are available when officers need assistance
- Ensures that Sergeants respond to officers' assignments (e.g., felonies, domestic disturbances, etc.) and that they evaluate, guide, and instruct officers as needed
- Monitors radio communications regarding officers and sergeants' responses to incidents and crime and vice conditions
- Provides work direction to individuals under their command including advice, guidance, and assistance
- Maintains an environment in which clear standards exist for acceptable behavior and performance and sets an exemplary personal example
- Monitors and ensures compliance with all of the investigative guidelines contained in Department directives regarding complaint, disciplinary, and summary punishment procedures
- Responds to the scene of major field incidents (e.g., police shootings, school emergencies) and assumes command and oversight of the scene

- Responds to the scene of incidents involving gunshots fired at or by police officers and supervises activities at the scene until relieved by a Department member of higher rank
- Ensures that arrestees are charged or released within the 48-hour timeframe, as appropriate, and that arrestees who are eligible for bond are bonded out appropriately
- Manages the In-Car Video system
- Utilizes impartial policing strategies, principles, and best practices to promote fairness, eliminates bias, and build community trust
- Utilizes de-escalation strategies and skills to avoid, mitigate, or minimize force during community-policing encounters
- Practices procedural justice strategies by giving voice, neutrality, respect, and trustworthiness in policing actions
- Complies with department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers
- Takes steps to build, maintain, and improve professional skills through participation in mandatory training and education, and through the use of other resources made available by the department
- Takes steps to build and maintain personal fitness and wellness by taking care of one's overall health and accessing resources made available by the department

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

#### **Experience Requirement**

- **To be eligible to take the examination**, all applicants must be employed by the City of Chicago as Career Service Sergeant of Police. Applicants also must have served an additional two (2) full years as an active Career Service Chicago Police Sergeant on or before the designated date listed on the application.
- **To be eligible for promotion**, an applicant must
  - (a) Be in full-duty status
  - (b) Not be on a leave of absence (military leave excluded), relieved of police powers, on current suspension, or be suspended pending separation
  - (c) Have served three (3) full years as an active Career Service Police Sergeant prior to the pre-service training notice
  - (d) Comply with all Chicago Police Department orders and directives regarding reporting and verification of education credits.
  - (e) Have received a Bachelor's degree from an accredited university prior to the date the member is ordered to report for pre-service training

#### **Licensure, Certification, or Other Qualifications**

- Valid State of Illinois Driver's License
- Must have a Firearm Owner's Identification (FOID) card issued by the State of Illinois

### **WORKING CONDITIONS**

- Police facility environment
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interact with public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life-threatening situations

### **EQUIPMENT (including but not limited to)**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Two-way radio
- Handcuffs
- Specialized safety equipment (e.g., bulletproof vests)
- Transportation (e.g., car, bicycle, motorcycle, Segway, etc.) and associated equipment
- Body worn camera
- In-car camera
- Personal defense weapons (baton, taser, handgun, rifle, shotgun, handheld chemical agent, etc.)

### **PHYSICAL REQUIREMENTS**

- Reaction Time – Ability to quickly initiate a response to one or more stimuli; the situation could involve a choice of reactions (e.g., hit the brakes or gas when a vehicle skids) or a single reaction
- Fine Hand/Body Movements – Ability to use fingers, hands, arms and other body parts to make skilled muscle movements (e.g., to handle objects, tools, or controls)
- Balance/Coordination – Ability to maintain an upright position and stay balanced (e.g., standing or sitting for extended or continuous periods of time) and/or coordinate the movement of arms, legs, and trunk of the body (e.g., when walking or crawling across a narrow beam).
- Muscular Endurance – Ability to use muscles repeatedly without a rest; involves using one's arms and trunk in moving one's body weight for some time or across some distance (e.g., to climb a rope)
- Stamina – Ability to exert oneself physically over long periods of time without getting winded or out of breath
- Flexibility – Ability to stretch or extend one's arms and legs and their muscle groups and make continuous arm and leg flexing movements with some speed (e.g., to reach with hands and arms, stoop, bend, kneel, crouch)
- Muscular Strength – Ability to exert force continuously such as when lifting, pushing, or pulling objects or people
- Ability to safely and lawfully operate automotive vehicles and associated equipment
- Ability to safely and appropriately use specialized law enforcement tools and equipment to include firearms, handcuffs, batons, and other items

- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Specific vision abilities may include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus
- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test
- Using the necessary force to restrain a person when making an arrest
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

- \*general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- \*Federal, State, and Municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- \*Chicago Police Department directives, operations, and regulations
- notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- policies and procedures regarding the conduct of preliminary investigations including reporting instructions
- processing of persons under Department control, including handling of special populations
- Department policies and procedures regarding the handling of emergency responses, major incidents, and special operations
- crime conditions, trends, patterns, and crime reduction initiative(s)
- constitutional and other legal protections associated with investigative and interviewing processes
- evidence protection, recovery, and collection procedures and techniques
- \*classification of incidents and report preparation guidelines as outlined in the CPD Incident Reporting Guide and Field Reporting Manual
- applicable CPD Training Bulletins
- applicable collective bargaining agreements (e.g., FOP, PBPA)
- the court ordered Consent Decree, including knowledge of policies and procedures regarding procedural justice, use of force and force mitigation, de-escalation, impartial policing, community policing, and responding to individuals in crisis
- law enforcement supervision, management and leadership techniques and principles
- Department and external computer resources and databases
- \*geographical locations in the City of Chicago
- \*traffic operations and city's street address grid

- \*ground traffic control management

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Sergeant class

### **Skills**

- \*IMPARTIAL POLICING – Provide services equitably to all members of the public without bias and will treat all persons with the courtesy and dignity which is inherently due every person as a human being without reference to stereotype (i.e., race, color, ethnicity, religion, homeless status, national origin, immigration status, gender identity or expression, sexual orientation, socio-economic class, age, disability, incarceration status, or criminal history)
- \*PROCEDURAL JUSTICE – Utilizing techniques for communicating with complainants and members of the public to bolster relationships and promote positive change through fairness in the process, transparency in actions, promoting opportunities or voice, and providing impartiality in decision making
- \*COMMUNITY POLICING – Build strong community partnerships and positive interactions to effectively engage with the public in problem-solving techniques, which include the proactive identification and analysis of issues in order to develop solutions and evaluate outcomes
- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS – Demonstrate awareness of others' reactions and understand why they react as they do

Other skills as required for successful performance in the Sergeant class

### **Abilities**

- \*DE-ESCALATION TECHNIQUES – Use distance, speech, tone, empathy, and other tools to peacefully resolve a situation and minimize the need to use force; only use force that is proportional to the threat faced and immediately reduce the level of force as the threat diminishes
- \*COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- \*SPEAK - Communicate information and ideas in speaking so others will understand
- \*COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- \*WRITE - Communicate information and ideas in writing so others will understand
- \*REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

- \*RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- Other abilities as required for successful performance in the Sergeant class

**Other Characteristics**

- \*INTEGRITY – Upholding high moral standards and values; includes acting in accordance with an ethical and honorable code of conduct in both personal and professional situations (e.g., remaining fair and firm in actions and judgments) to earn the trust and respect of the communities we serve
- \*ADHERENCE TO RULES AND REGULATIONS – Complying with and upholding the laws and established organizational rules and policies (e.g., holding others accountable to comply with rules, laws, and regulations).
- \*ACCOUNTABILITY OF MEMBERS – commitment to holding personnel accountable for the timely and effective execution of organizational policy by individuals under their command
- \*RESPECT FOR DIVERSITY/CULTURAL SENSITIVITY – Being respectful and sensitive to individuals of diverse backgrounds, cultures, and perspectives (e.g., interacting with others in a fair and respectful manner)
- \*COMMITMENT TO DIVERSE AND INCLUSIVE WORK FORCE – commitment to expanding and maintaining a diverse and inclusive workforce that reflects the population it serves
- \*ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
- \*ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- \*COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- \*CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- \*ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- \*STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- \*DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- \*INITIATIVE - Demonstrate willingness to take on job challenges
- \*PERSISTENCE - Persist in the face of obstacles on the job
- \*SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- \*LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

Other characteristics as required for successful performance in the Sergeant class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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