



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

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, and with 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
- Ensures officer safety is addressed in the performance of all job-related duties in both emergency and non-emergency incidents
- Conducts roll-call to communicate training, job, and watch-related information to subordinates
- Conducts performance evaluations to document staff performance; reviews performance evaluations completed by subordinate supervisors to ensure that proper procedures are followed, and evaluation processes are conducted consistent with Department directives and current procedures
- Coaches and mentors subordinates to develop their knowledge, ability, and leadership potential and to assist them in making decisions that conform to new and existing policies
- Conducts self in an ethical and professional manner in all engagements and interactions
- Assigns personnel and/or oversees watch supervisors in the assignment of personnel on the watch, by allocating assignments and tasks in a manner consistent with plans, strategies, staffing needs/minimums, special events, Department directives, and collective bargaining agreements
- 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 collective bargaining agreements and Department directives
- Observes subordinate behavior for signs of personal/wellness problems and suggest appropriate resources to address problem(s)
- Updates subordinates regarding appropriate procedures regarding Department directives and applicable laws, department policies, general orders, and special orders
- 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

- Ensures that all necessary notifications are made (e.g., CPIC, Bureau of Detectives) as soon as possible, when any significant event occurs within the district
- Recognizes and acknowledges effective, commendable, and exemplary performance or outstanding achievements
- Reviews each arrest report and related situation to determine the propriety of the charge and proper indication of initial approval of the probable cause
- Directs the overall watch response to district crime conditions
- Evaluates minimum staffing-level needs and ensures the minimum staffing levels are in place for the watch by reporting shortages in personnel and requesting additional unit members when the watch does not have sufficient personnel, adjusting future staffing to ensure adequate coverage as needed
- 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
- Reviews and approves Tactical Response Reports documenting investigations of incidents involving use of force (e.g., resisting arrest, assault and/or battery of police officers, interfering with police officers, obstruction of police officers, use of chemical weapon, Taser, or firearm) consistent with the Department Use of Force Guidelines
- 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
- Gathers information about concerns specific to a hot spot to determine trends problems, etc, and communicates information as requested
- 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 Eighteen (18) months 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

*Above items are required for eligibility for promotion

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, orders, regulations, policies, procedures and operations
- 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

Other knowledge as required for successful performance in the Sergeant class

SKILLS

- **PERSONNEL SUPERVISION AND MANAGEMENT**– Day-to-day monitoring of personnel to ensure the effective completion of assigned tasks and position-specific responsibilities including the oversight and improvement of employees to achieve the highest level of employee performance; Includes skills such as performance and task management, supervision, providing direction/guidance
- **LEADERSHIP**- Inspiring, guiding, and improving the performance of groups of employees by identifying a common goal or vision, encouraging employees to expand their skill set, and maintaining a positive and productive work environment. Serving as a role model for others; Includes skills such as influencing others, creating/sharing vision, and command presence
- **ADMINISTRATIVE MANAGEMENT** – Identifying, arranging, and organizing necessary resources (e.g., material, personnel, and financial) to accomplish objectives and tasks in an effective and efficient manner. Planning, directing, and controlling projects and programs to achieve set objectives. Managing one's time to accomplish items of highest priority while leaving sufficient time to address other less critical items; Includes skills such as planning, organizing, prioritizing, delegating, and managing time
- ***CRITICAL THINKING** - Using careful analysis and evaluation to recognize when something is wrong or is likely to go wrong. The ability to identify a solution or corrective action and use available information and resources to solve problems. Uses logic and reasoning to Identify courses of action, the benefits, and consequences of such courses of action, and makes decisions using all available information; Includes skills such as problem-analysis/identification, problem-solving, reasoning, judgment, and decision-making (see below)
- ***JUDGEMENT AND DECISION MAKING** - Processing of contextual information and known objectives while weighting various options and their respective outcomes, in order to arrive at a solution that yields the greatest benefit with the least risk; Applying general rules to specific problems to produce answers that make sense (deductive) and the ability to combine pieces of information to form general rules or conclusions (inductive)
- **INCIDENT OPERATIONS** – Establishing the incident objectives and goals for emergency incidents. Using the appropriate resources, strategies, skills, and procedures to achieve tactical goals at emergency incidents. Applying acquired knowledge of organizational guidelines, standards, and procedures. Maintaining accountability, crew integrity, and responsibility over personnel and the incident. Ensuring responder safety throughout the incident
- ***ORAL COMMUNICATION**— Communicating orally to convey information effectively. Ability to speak in a clear, concise, understandable, and appropriate manner. Ability to deliver a message in such a way that others clearly understand the meaning of an intended message. Using language and non-verbals effectively to engage a group and clearly communicate a message in a formal or semi-formal presentation setting; Includes oral expression and presentation skills
- ***INTERPERSONAL SKILLS**—Interacting with others in a pleasant and comfortable manner to build trust and rapport. Working with individuals to identify problems, identify solutions, and negotiate mutually acceptable outcomes. Working with opposing sides to make good faith efforts to pursue solutions and honor agreements. Effectively working with others to accomplish mutual goals. The ability to rely on others to assist with a task, working interdependently to accomplish the goal; Includes Interpersonal sensitivity, relationship building, conflict resolution and teamwork
- ***COMMUNITY RELATIONS**— Identifying the needs, concerns, and risks of communities and their members. Making strategic, concerted efforts to deliver services and share information that addresses those needs, concerns, and risks. Understanding the way the organization needs to be presented to the community at large and making necessary efforts to work with the public

while protecting the integrity of the organization. Demonstrating cultural sensitivity for various demographic and societal groups

- ***WRITTEN COMMUNICATIONS**— Communicating in writing to convey information effectively and accurately. Using written language (word choice, punctuation, grammar, and syntax) to communicate clear thoughts

Other skills as required for successful performance in the Sergeant class

OTHER HIGHLY SPECIALIZED SKILLS

- ***COMPUTER OPERATION** – Performing basic operations on a personal computer. Using e-mail, the internet, Microsoft Office programs, and other software on a computer or mobile/portable data terminal or device to create documents, send e-mails, schedule on a calendar, or facilitate the sharing of information
- ***DATA ANALYSIS** – The ability to analyze, synthesize, and summarize qualitative or quantitative data to convey common themes or trends
- **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
- **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
- **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

* Skills listed above may be required at entry.

ABILITIES

- ***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
- ***ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- ***SOCIAL PERCEPTIVENESS** – Demonstrate awareness of others' reactions and understand why they react as they do
- ***COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- ***COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing

*May be required at entry

OTHER CHARACTERISTICS

- ***CONSCIENTIOUSNESS** – Thoughtful, careful/cautious, diligent and vigilant in regard to work and task performance. Exhibits a strong attention to detail and a strong desire to perform tasks as well as possible. Maintains a strong work ethic, perseverance, productivity and desire to perform well. In addition, highly organized, systematic, and efficient. Conscientious individuals show self-discipline and act dutifully.
- ***PROFESSIONALISM** – Is professional in regard to demeanor, behavior and attitude. Presents a professional appearance (uniform, etc.) and uses appropriate language when communicating with others. Understands that professional behavior applies to off-duty experiences as well as on the job behavior. Takes feedback and learns from experiences to better one's self.
- ***DEPENDABILITY**— The ability to follow through on work without prompt. Requires little oversight based on mutual trust. Remains diligent concerning work and dedicated to the task at hand. Consistent and dependable in regard to personal actions and behavior
- **COMMITMENT TO WORK**— Remains committed to one's work despite challenges, distractions, obstacles and potential opposition one may face. Demonstrates commitment to leadership, the organization, the city and the public served. Sets high goals and standards in regard to work performance and works diligently to achieve those standards. Demonstrates a positive regard to one's profession and a commitment to excellence
- ***INITIATIVE AND SELF-MOTIVATION**— Ability to remain motivated to perform one's job despite difficult circumstances, distractions or monotonous work. Ability to anticipate a need and take independent action when necessary and conduct tasks without being instructed to do so. Ability to actively influence events, rather than having those events dictate a course of action. Ability to work without supervision and accomplish tasks without prompting and with limited oversight. Able to work independently
- **ADAPTABILITY**— Ability to adapt and change to accommodate circumstances. Ability to demonstrate flexibility in behavior and action. Ability to quickly and efficiently determine an appropriate course of action based on training, to target a particular situation. Accepting and accommodating to change
- ***COMPOSURE AND STRESS TOLERANCE**— Being aware of one's emotions and maintaining control of one's behavior to respond calmly and professionally to stressful, unpleasant or traumatic situations. Maintain self-control; This also includes maintaining one's concentration and achieving work standards when performing under stress (or boredom) and in unpleasant, complex, or traumatic circumstances; Adopting and maintaining a positive outlook in the midst of challenging situations. Is resilient in the face of challenges and maintains poise and control
- ***INTEGRITY/HONESTY**— Ability to act in an honest and fair manner that is consistent with the department's vision, values and moral principles. Ability to display a high degree of integrity and professionalism in action and words to earn the trust and respect of the community served. Demonstration of a strong moral compass despite constant challenges. Is ethical
- **ACCOUNTABILITY**— Willingness to accept personal responsibility for actions in the face of scrutiny when things go wrong. Holds self and others accountable to standards and expectations. Acknowledges personal mistakes or errors with humility

OTHER HIGHLY-SPECIFIC CHARACTERISTICS

- *SERVICE ORIENTATION - Actively look for ways to help people
- 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

*Other Characteristics listed above may be required at entry

Additional skills, abilities and characteristics may be required for successful performance in the Sergeant class

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.

City of Chicago
Department of Human Resources
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