



The Olathe Police Department Police Lieutenant performs a variety of technical, law enforcement and supervisory duties to ensure the safety and welfare of the community in compliance with Federal, State, and local Town laws. The job is considered Essential Personnel and will be required to work a variety of schedules in a 24-hour, seven day a week period, including nights, weekends, holidays, and during and following natural disasters and emergency situations.

**SUPERVISION RECEIVED:** Reports to Police Chief

**LOCATION:** Olathe Police Department, 420 S. Horton Ave. This position is NOT eligible for hybrid or remote work location.

**MINIMUM REQUIREMENTS:**

- High School graduate or equivalent
- P.O.S.T. Certified or able to possess Colorado Certification within allotted Colorado requirement time period
- Seven+ (7+) years law enforcement experience, three years at the rank of Sergeant or above
- No felony convictions
- Possess and maintain valid driver's license with acceptable record
- Meet physical fitness standards
- Requires a comprehensive background investigation to include a local, state and federal criminal history check, sex offender registry and credit check and polygraph test
- Requires satisfactory results from a medical, psychological evaluation and pre-employment substance abuse testing.
- Must be able to wear a standard issued duty belt with all applicable gear.

**SALARY:** \$56,850 - \$59,124 annually; DOE

**BENEFITS:** 9 paid holidays, Health, Dental, vision and life insurance, FPPA Retirement, paid vacation, and sick leave.

**PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Town of Olathe's values. Employees are also expected to lead by example and demonstrate the highest level of ethics; always serving as ambassadors.

**ESSENTIAL JOB FUNCTIONS:** Duties and/or responsibilities may change at any time with or without notice.

- Responsible for the effective supervision and overall management and coordination of law enforcement activities. Manages personnel administration activities to include scheduling, policy, and procedural review, identifying and conducting training and serves as the Chief's designee during their absence. Monitors leave requests to ensure appropriate staffing. Provides guidance to officers in the department with respect to evaluating, counseling, motivating, and disciplining. Performs administrative duties in law enforcement to include overseeing equipment needs; prioritizing and assigning work and related activities; reviewing daily and monthly reports and plans for various criminal and community-safety operations.
- Supervises, and directs the activities of assigned staff and functions; makes recommendations regarding hiring, discipline, termination, or advancement of employees.



- Responsible for Officer and staff schedules, assigns work, and monitors progress; guides, trains, and develops employees in the accomplishment of their duties and professional growth; writes and conducts evaluations. Responds to and resolves sensitive and complex community and organizational inquiries, complaints, and requests from Town citizens.
- Patrols and responds to a variety of criminal activities requiring law enforcement, intervention; evaluates situation and determines the most appropriate course of action.
- Pursues or apprehends suspects and criminals; makes arrests which may involve physically restraining or subduing individual(s) and possible use of deadly force; conducts interviews and protects the crime scene for processing; and processes suspects.
- Establishes and implements community relations service programs and attends public events. Researches, assesses needs and establishes specific programs to address neighborhood law enforcement, administrative, or operational issues.
- Fosters a climate of positive morale, motivation, interpersonal relationships and individual mentoring of officers and department staff. Develops and implements rules, regulations, policies, and procedures to advance the mission, goals and objectives and provide efficient and effective police services to the Town.
- Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.
- Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE**

- Knowledge of leadership techniques, principles and procedures to assign, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of office systems, practices and administration.
- Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.
- Knowledge of laws, legal codes, court procedures, government regulations, and the democratic political process.
- Knowledge of common safety rules, regulations, procedures and practices to include effective restraint techniques, basic first aid and CPR.
- Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential daily functions. This position requires frequent lifting, carrying, walking, standing,

**Olathe Police Department**  
**Police Lieutenant**



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kneeling, crouching, climb or balance with the ability to lift over 50 pounds. Hand/eye coordination for computer use and work in the field, vision for writing reports and data entry, hearing and listening to communicate with others and frequent speech communication. This position is subject to standing and/or sitting for long periods of time and possibly in inclement weather and has occasional dealings with stressful situations and angered individuals. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, smoke, temperature and noise extremes, hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease, or rude/irate persons.

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Signature of applicant

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Date



# Olathe Police Department

420 Horton Ave., P O Box 789, Olathe, CO 81425 · Phone (970) 323-4357 · Fax (970) 323-5742

## APPLICATION FOR EMPLOYMENT

### An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that section decisions are based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Do not substitute "see resume" in sections on this application. Use blank paper if needed. **PLEASE PRINT**, except for your signature. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Position Applied For: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Are you seeking: Full-Time \_\_\_ Part-Time \_\_\_ Temporary \_\_\_

When are you available to start? \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial                      Phone Number

\_\_\_\_\_  
Present Address                      City                      State                      Zip Code

**\*\* Please Circle One \*\***

Are you 18 years of age or older? ..... Yes No

Have you worked or attended school under any other names? ..... Yes No

If yes, give names: \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? ..... Yes No

Have you ever applied here before? ..... Yes No If yes, when? \_\_\_\_\_

Were you ever employed here? ..... Yes No If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violations? ..... Yes No  
(Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) If yes, provide details.

(A conviction will not necessarily disqualify an applicant for employment.)

\_\_\_\_\_

If employed, do you expect to be engaged in any additional business or employment outside of your job? ..... Yes No

If yes, provide details.

\_\_\_\_\_

\_\_\_\_\_

## Education

List name and address of schools.

		Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
Subjects Studied			
Vocational or Technical			
Subjects Studied			

## Special Skills

What skills or additional training do you have that are related to the job for which you are applying?

\_\_\_\_\_

\_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying?

\_\_\_\_\_

\_\_\_\_\_

For driving jobs **ONLY**: Do you have a valid driver's license? ..... Yes No

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_ State \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? ..... Yes No

If yes, provide details:

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List professional, trade, business or civic activities and offices held.

(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information, or other protected status.)

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## References

Give three (3) references. **Please do not list relatives or former employers.**

Name	Address	Phone

Are you presently employed? ..... Yes No

May we contact your current employer? ..... Yes No

If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? ..... Yes No

If yes, please explain. \_\_\_\_\_

# Work History

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Include part-time positions held. **DO NOT leave this section blank or write "see resume."**

Name, Address and Phone of Employer	Employed		Pay	
	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
	Duties			
Title	Reason for Leaving			
Supervisor				

Name, Address and Phone of Employer	Employed		Pay	
	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
	Duties			
Title	Reason for Leaving			
Supervisor				

Name, Address and Phone of Employer	Employed		Pay	
	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
	Duties			
Title	Reason for Leaving			
Supervisor				

Name, Address and Phone of Employer	Employed		Pay	
	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
	Duties			
Title	Reason for Leaving			
Supervisor				

**AFFIDAVIT, CONSENT AND RELEASE**  
**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize that investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE OLATHE POLICE DEPARTMENT / TOWN OF OLATHE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE OLATHE POLICE DEPARTMENT / TOWN OF OLATHE AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to the above statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application for employment will remain active only for the position applied for.

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**Mail To:** Olathe Police Department, P.O. Box 789, Olathe, CO 81425

**Hand Deliver:** Olathe Police Department, 420 Horton Ave., Olathe, CO 81425