



Position Description

Job Title	Lieutenant
Department	Police
Exempt/Non Exempt Status	Exempt

Scope of Work

This is administrative police work, responsible for supervising regular police work within an assigned division, under the supervision of the Chief of Police, Deputy Chief and Police Captain, in accordance with department general orders, rules and standard operating procedures.

Supervision

Received	Chief of Police, Deputy Chief of Police, and Police Captain
Exercised	Supervises up to 30 full time (or full time equivalent) employees within assigned division.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Serves as the Shift Commander and has immediate supervision and control of all personnel assigned to the shift he/she commands.
2. Supervises police work and conditions throughout the City and exercises administrative authority and supervision of Departmental work; cooperates with other law enforcement agencies and extends such cooperation as necessary to result in harmonious and efficient operations within the Police Department.
3. Preserves the peace, protection of life and property, and the general order of the City during assigned hours of duty.

4. Assures that the appropriate number of police personnel is present at events and gatherings likely to attract large numbers of people; notifies the Chief of Police of any inadequate staffing and/or resources under their command.
5. Notifies the Deputy Chief (or the Chief, in the Deputy's absence) as soon as practical of any situation which is beyond the usual, ordinary or regular activities of the shift and the Department.
6. Accurately documents the performance of all personnel; works at building relationships, increasing effectiveness and morale and ensuring employees' well being; teaches, coaches and mentors all Department personnel.
7. Takes command of large, complicated and/or extremely high-risk calls.
8. Assigns, schedules and supervises shift personnel (Dispatchers, Officers and Specialists) and ensures the proper discharge of duties; conducts roll call to issue assignments, read dispatches/orders, complete daily training and relate all pertinent information to assembled personnel; conducts daily roll call inspections to ensure subordinates are in proper uniform and have the proper equipment.
9. Assists in training and orientation of new personnel; evaluates the activities of employees under his/her supervision; observes activities to ensure proper performance; maintains discipline standards and reports in writing to his/her commanding officer any violation of a Department rule, general order, or any other order that warrants disciplinary action.
10. Conducts internal investigations' obtain information involving citizen complaints against officers and investigate; make discipline recommendations if warranted.
11. Supervises and assists in the conduct of investigations of crimes and complaints deemed in violation of city, state and federal statutes, including auto or other accidents, complaints, domestic disputes, crimes against persons or property, missing persons, and other investigations as assigned.
12. Coordinates functions with other law enforcement agencies.
13. Takes command of the station and police operations in the absence of superior officer.
14. Instructs sworn personnel under his/her supervision on the State laws and City ordinances.
15. May be required to perform core supervisory responsibilities, such as conduct internal investigations, respond to and supervise all major incidents, enforce all Rules, General Orders and SOPs to ensure accountability, assign, schedule, and supervise division personnel.
16. May be required to perform core sworn responsibilities, such as apprehending and interrogating suspects; conducting investigations; appearing as a witness and giving testimony; patrolling and policing assigned areas on foot or in police vehicles; rendering first aid at accidents; serving official notices and summons, etc., and performing other general duties for the purpose of law enforcement.

Criminal Investigation Division (General Investigations)

17. Oversees and supervises Case Management and Criminal Investigations
18. Manages Media Relations
19. Criminal Evidence and Forensics Unit
20. Crime Prevention/Community Relations Unit
21. Fleet Management (Unmarked Vehicles)
22. Warrant Unit
23. Sensitive Crimes Unit
24. Computer Forensics Unit.
25. Responsible for all required fingerprints; classifies and files prints; takes or causes to be taken all official photographs and assures that records of complaints, investigations and final disposition of cases in the division are properly made and filed.

Criminal Investigation Division (Narcotics and Vice Unit)

26. Responsible for all assigned CID personnel and serve as the liaison with the Waukesha County Metro Drug Unit.
27. Supervises the Narcotics and Vice Unit (NAVU), as well as criminal investigations and other duties as determined by the CID Commander.
28. Identifies existing and/or potential drug and vice problems in the community, while providing information and education to Department personnel and the public to decrease and/or eliminate identified problems.
29. Assists in developing the NAVU Standard Operations Procedures.
30. Manages and disburses the narcotics investigation budget.
31. Ensures that investigations and conduct are in accordance with the NAVU Operations Manual.
32. Responsible for the investigation of narcotics and dangerous drug law violations, as well as commercial gambling, extortion, and all other commercial vice.
33. Responsible for the safety of all personnel and informants, who have agreed to work with the Department, when actively engaged in a NAVU operation.
34. Maintains the confidentiality for all informants unless identities are obtained through legal process in accordance with State and Federal laws.
35. Manages and approves of all confidential informants.
36. Oversees the proper processing, storage, and disposal of all inventoried narcotics and drug paraphernalia that comes into the possession of the Department.
37. Documents and oversees the record keeping of all drug related inventories.
38. Ensures that inventoried narcotics and drug paraphernalia that require analysis are transported to the State Crime Lab.
39. Manages all drug tips that come into the department including those from Crime Stoppers.
40. Reviews submitted reports for approval and assign cases to detectives for investigation.

Patrol Division

41. Supervises the Dispatch Center in the absence of the Emergency Communications Center Supervisor.
42. Monitors incoming non-emergency, emergency, Fire and EMS calls.
43. Coordinates the Community Service Officer Program and directly supervises personnel.
44. Coordinates the Department Intern program and schedules assignments.
45. Serves as liaison with Common Council on several committees and subcommittees.
46. Coordinates Department wide use of force report review and documentation.
47. Coordinates the Police Explorer Program.
48. Coordinates Department Field Training Officer Program and addresses daily training needs.
49. Coordinates Traffic Grant requests and administration.
50. Coordinates the Bike Patrol Unit.
51. Serves as Assistant Tactical Unit Commander.

Special Services Division:

52. Supervises the **Special Service SGT**, School Resources Officers, Traffic Accident Reconstruction specialist, Parking Agents, **General Clerical Personnel** and Fleet Mechanic.
53. Develops long-range training strategies, develops lesson plans, coordinates resources, schedules students and instructors, manages budget, and maintains training documentation for all Department training.

54. Plans, coordinates and manages budget for maintenance of Police Department Training Facility; manages range schedule; develops long-range strategies for facility upkeep and improvement.
55. Manages Department fleet; develops long-range procurement strategies; conducts research on vehicle and equipment options; develops and defends budget requests; manages allocated vehicle budget; procures vehicles and aftermarket equipment; coordinates vehicle up fitting; coordinates vehicle maintenance, registration and disposal; maintains all vehicle related records.
56. Coordinates all City Special Events; assures that a supervisor is assigned to prepare and Incident Action Plan.
57. Identifies existing or potential school-related problems and works with SROs in developing plans to mitigate identified problems.
58. Manages external contract for crossing guard services, parking citation collection services, School Resource Officer services and Range rental.
59. Coordinates emergency management functions; develops and publishes Department emergency action plans; ensures compliance with Federal National Incident Management System guidelines; conducts vulnerability assessments for other public and private organizations as requested; conducts emergency management training both internally and for other public and private organizations.
60. Analyzes business needs and new technology; makes recommendations to Department management for improving Department effectiveness and efficiency.
61. Confers with users affected by programs to resolve questions or program intent, output requirements, input data acquisition and the inclusion of internal controls and checks.
62. Submits an annual budget recommendation for the clerical division to the Chief; determines the clerical division's expenditures and is responsible for monitoring spending and avoiding financial overages.
63. Supervises the work and services provided by the clerical staff; coordinates the workload to insure its efficiency; resolves administrative issues within the work group; documents the performance of all clerical personnel to assist with and ensure fair evaluations and feedback.
64. Revises operating schedule to adjust for delays.
65. Develops appropriate operating procedures for the Department.
66. Generates system reports for staff, Council members and outside agencies.
67. Assists other City departments as necessary; cooperates with other divisions within the Department to promote harmonious and efficient operations.
68. Develops and supervises the maintenance of a complex filing system, forms and reports.
69. Coordinates system backups, initial program load (IPL), and other scheduled or unexpected maintenance shutdowns.

Other Job Functions

70. Performs related duties as assigned.

Requirements of Work

Graduation from a four- year college or university with a bachelor's degree and at least 7 years of experience as a police officer, with some supervisory experience and at least 3 years at the level of sergeant; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • The techniques and objectives of modern police administration and procedure. • Local ordinances, statutes and laws and their interpretation and application. • The permissible use of police powers. • The use and care of weapons.
Ability to	<ul style="list-style-type: none"> • Plan and supervise sworn and non-sworn personnel performing a variety of operations and activities, while maintaining harmonious relationships. • Provide effective leadership and to plan, assign, and direct the work of various operating units. • Prepare reports and records necessary for the effective and efficient operation of a municipal police department. • Communicate effectively both orally and in writing. • Work effectively with Federal, state and local jurisdictions and authorities, municipal officials, other city departments, and community and private groups. • Diffuse violent or potentially violent situations. • Perform physically to apprehend, restrain and/or forcibly arrest suspects when necessary. • Perform in psychologically adverse working conditions. • Establish and maintain effective working relationships with coworkers, administrators, and the general public.
Skill in	<ul style="list-style-type: none"> • Public relations and the ability to gain and keep the public trust. • The appropriate use of arrest techniques. • Oral and written communications.

Necessary Special Requirements

Possession of a valid Wisconsin driver's license; Wisconsin Law Enforcement Training and Standards Certification; ability to pass a criminal and financial background check; no felony convictions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to stand; talk and hear; smell; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- While performing the duties of this job, the employee may be exposed to extreme and/or unpleasant conditions, such as cold, heat, wetness and humidity, noise, vibrations, odors, toxic agents, electrical currents, heavy machinery, smoke, violence and disease.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.