City of Stoughton

POLICE DEPARTMENT

Lieutenant

SALARY: **PAY GRADE:** **FLSA:** E

REPORTS TO: Chief of Police

SUMMARY OF POSITION:

The purpose of this position is to assist the Police Chief in managing Police Department activities, including personnel responsibilities, program development, assistance in budget preparation, and other administrative functions.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - *The following duties are the primary duties of this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.*

- Assists in the managing of the Department. Performs Chief of Police duties in his/her absence.
- Drafts and implements department policy.
- Coordinates overall program management to ensure alignment of programs and department activities with strategic goals, defined initiatives and approved budget priorities.
- Prepares a variety of reports describing departmental activities. Prepares directive memos to explain policies and procedures. Writes program guidelines and other documentation to be used by staff and others.
- Provides direct supervision of Patrol Sergeants, Detective and Juvenile Officer, and Administrative Assistant.
- Directs Department personnel in compliance with Department goals and objectives. Coordinates activities. Maintains morale and effective communication with officers and supervisors. Supervises and investigates citizen complaints against officers and Department civilian personnel, as well as internal personnel matters.
- Manages department employee performance evaluation process including analyzing training needs and conducting first-line supervisory evaluation sessions.
- Assists in employee selection, hiring and promotion. Supervises and coordinates potential employee background investigations.
- Manage department training and career development program including identifying training requirements, advising on appropriate training programs and overseeing the field training officer program.

- Responsible to schedule sworn personnel. Manage and monitor payroll process and records.

- Assists in preparation of annual budget. Assesses needs and proposes solutions. Prioritizes needs.

- Supervises Municipal and Circuit Court activities such as reviewing reports, assigning case follow-up and citations to prepare for court; swearing to and signing complains, summons, and warrants; receiving and accounting for monies. Acts as the Liaison between the Police Department and the District Attorney's Office, and the Municipal Court, to ensure effective and consistent prosecution of cases.

- Attends court as required.

- Tracks equipment needs and use, and arranges for repair/replacement.

- Participates in on-going professional training and development.

- Speaks publicly to civic groups and governmental bodies.

QUALIFICATIONS:
The ability to perform the Core Duties and Additional Duties listed above and:

EDUCATION/TRAINING/CERTIFICATIONS

- A minimum of an Associate Degree in Criminal Justice or related field, a Bachelor's degree in Criminal Justice or related field is preferred, with six years law enforcement experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Wisconsin Police Officer Certification and motor vehicle operator's license required.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

Language Skills and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Ability to exercise latitude from policy and procedure in order to meet department goals.

- Ability to utilize a variety of advisory and design data and information such as police reports, criminal complaints, violation citations, warrant information, statute books, city ordinances, department policies and procedures, technical manuals, court procedures, computer manuals, etc.

- Ability to communicate orally and in writing with Department supervisory and non-supervisory personnel, attorneys, Judges, other City employees, other law enforcement personnel, probation and parole personnel, community groups, social workers, educators, juveniles, victims, witnesses, etc. often under stressful situations.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes and ratios. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervision, managing, leading, teaching, directing and controlling.

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs, as well as in determining when and if to deviate from established protocol.

Physical Requirements

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, firearms, restraint devices, radio equipment, intoxilyzer, computer keyboard/typewriter, calculator/adding machine, laser, etc.

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry and assembling.

- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Must have ability to lift and push 100 pounds. Ability to exert necessary physical force to restrain or subdue individuals.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, textures, etc., associated with job-related objects, materials and ingredients.

Environmental Adaptability

- Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, violence, noise, wetness, machinery and disease can cause discomfort and where there is a risk of injury.

EQUAL OPPORTUNITY EMPLOYER:

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____Date: _____