

## POLICE LIEUTENANT

### General Statement of Duties

Performs difficult administrative and law enforcement work in the protection of life and property in the Town.

### Distinguishing Features of the Class

An employee in this class is assigned special administrative and management work as well as responding as needed to patrol issues and major crimes. Assignment may be either to supervising and participating in the criminal investigations division of the department or supervising and participating in the administrative and school resources division of the department. Responsibilities include participating in the hiring and promotional processes for the department; assisting with updating departmental policies and procedures; assisting with budget preparation and administration; representing the department and Chief at various community and Town functions, committees, etc.; participating in departmental planning, development of mission and vision, and departmental philosophy; analyzing crime and other trends and recommending appropriate actions; and other administrative work. The employee may develop and administer grants, supervise boat patrol; coordinate staffing for special events, and participate in the patrol and investigations work as needed. Work requires the application of advanced law enforcement knowledge and application of independent judgement and initiative. Work involves frequent public contact which requires tact, firmness and decisiveness. The employee is subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, hazardous spills with fumes, oils, gases or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from the Police Chief. Work is performed under the general supervision of the Police Chief and is evaluated through observation, discussion and review of reports.

### Duties and Responsibilities

#### Essential Duties and Tasks

Assists Police Chief with departmental supervisory and administrative work; assists with decisions in unusual situations as circumstances permit; participates in law enforcement activities of the department.

Supervises departmental investigations division; reviews incident reports; assigns and participates in criminal cases; may serve as evidence officer and/or armourer.

Supervises and participates in departmental administration; supervises records, technology administration, and related activities.

Supervises and participates in school resources officer program; may participate in teaching crime prevention and investigations at schools; oversees school traffic management and security for after school events.

Participates in hiring and promotional processes; conducts background investigations; ensures proper training of staff including managing the in service training program and maintaining required Criminal Justice Training and Standards records; provides coaching and counseling to subordinate staff; conducts internal investigations; ensures proper motivation, communications, training, mentoring, team building and readiness of staff; fills in on patrol shifts as needed.

Plans, organizes and coordinates community education and engagement activities for the department.

Researches, drafts, develops support for, and recommends new and revised departmental policies and procedures.

Assists in the overall budget development and administration for the department; develops and/or coordinates grant development and administration; coordinates the maintenance and repair of vehicles

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and equipment; purchases supplies and equipment.

Coordinates staffing for off-duty assignments, boat/marine patrol and special events.

Speaks to various community groups; represents the department in various activities and at various events.

Participates in various law enforcement activities including calls for service, arrests, investigations, etc.; takes command of crime scenes as necessary, processes crime scenes; testifies in court.

#### Additional Job Duties

Performs related work as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Thorough knowledge of state and federal laws, local ordinances and policies of the police department.

Thorough knowledge of law enforcement principles, practices, methods and equipment.

Thorough knowledge of state and federal laws and regulations concerning DCI and police telecommunications activities.

Considerable knowledge of modern and effective supervisory practices of leadership, motivation, communication, counseling, mentoring, team building, discipline, and performance evaluation.

Considerable knowledge of the laws and regulations related to hiring, promotions, performance review, and other personnel actions.

Considerable knowledge of the application of technology to modern law enforcement work.

Considerable knowledge of the organization's personnel policies, budget and purchasing procedures.

Considerable knowledge of criminal investigations including appropriate charges and rules of evidence.

Knowledge of the collection, processing and custodial care of evidence.

Skill in the use of firearms and other police equipment and in the application of self-defense and de-escalation tactics.

Skill in collaborative conflict resolution and public speaking.

Ability to act with sound judgement in routine and emergency situations.

Ability to present effective court testimony and make public presentations.

Ability to prepare clear and concise administrative and activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens, department staff, and Town officials.

Ability to inspire calm and confidence in other officers and the public.

#### Physical Requirements

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to prepare and review a variety of records and reports.

#### Desirable Education and Experience

Graduation from an accredited community college with a degree in criminal justice, public administration, or related field supplemented by law enforcement training and considerable supervisory

experience in law enforcement; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver=s license.

Possession of an advanced law enforcement certificate from the state of North Carolina.