



**Position:** Police Lieutenant  
**Department:** Police

**Unit:** Non-Union  
**FLSA Status:** Non-Exempt

**Summary Description**

The Lieutenant (Shift Commander) is a management position and is responsible to the Captain of Field Operations for the activities, conduct, and efficiency of all personnel assigned to the Lieutenant's shift.

**Supervision/Accountability**

This position is accountable directly to and receives direct supervision from the Captain; has supervisory duties over employees assigned to his/her shift.

Assumes the duties of the captain in his/her absence as directed.

**Major Duties/Essential Functions**

Responsible for the administrative duties, including planning, organizing, and directing the activities of assigned personnel within his/her shift. Supervises police sergeants, police officers and support staff in their assigned duties.

Responsible for enforcing the orders, rules and regulations of the department within his/her assigned shift.

Coordinates and allocates resources to meet daily needs, becomes actively involved with special events by scheduling sufficient resources to protect persons attending.

Works with the Captain and the Chief to coordinate operations between his/her shift and other divisions.

Responsible for the overseeing the crime prevention and community policing activities of all shift personnel.

Oversees and assists, as needed, in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Oversees and assists, as needed in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these

crimes, preparing cases for filing of charges, testifying in court, and related activities.

Reviews a variety of police related reports prepared by subordinate officers or others and supervises the dissemination of reports from his/her shift.

Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Directs subordinates on deployment of personnel during emergency responses.

Reviews, evaluates and develops programs, policies and procedures for various departmental operations. Develops new approaches to investigate problems. Coordinates and supervises the training, assignment, development of subordinate police officers.

Decides case priorities and determines who to assign an investigation.

Evaluates work performance of subordinates; prepares performance evaluations; reviews evaluations prepared by the shift sergeants. Counsels assigned personnel on job performance and disciplinary matters. Has the authority to effectively recommend hiring, promotion, transfer, discipline or discharge of employees. Recognizes positive job performance and reports the same with recommendations for recognition to his/her superiors.

Oversees the safety of shift personnel by instructing individuals in proper safety procedures and monitoring work in progress. Responsible for maintaining an appropriately trained and skilled work force consistent with the work load and planned needs of the department. Maintain conformance with established work rules and regulations and administer necessary disciplinary actions.

Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol influence reports, intoxilyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Personally responds to major incidents and shall be the officer in charge at the crime scene until relieved by higher authority.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances. Shall be thoroughly familiar with and responsible for following all department rules, regulations, policies, and procedures pertaining to the performance of a police officer's duties.

Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities. Coordinates the activities on his/her shift between the patrol and investigative units.

Maintains contact with general public, court officials, and other City officials in the performance of police activities, as assigned.

Conducts sensitive investigations into allegations of official misconduct or violations of law by

public officials or police officers. Conducts internal affairs investigations as required.

Prepares annually three (3) realistic achievable objectives which improve the operations of their shift.

### **Minor Duties/Responsibilities**

Assists in the preparation and administration of the department budget. Prepare written recommendations for budgetary requests. Analyzes and recommends improvements to equipment and facilities, as needed.

Gathers data, compiles and evaluates information, and carries out special duties; studies and writes reports as needed and as directed.

Recognize that he/she must also set an example for subordinates by engaging in active/aggressive police functions.

Confers with captain on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction. Shall keep the captain assigned to his/her shift apprised daily of any major incidents which would require releasing media information.

Responsible for the proper care and maintenance of department equipment which is used by employees under his/her command. Responsible for the proper care and maintenance of department equipment which is issued to him/her. Keeps all equipment and vehicles clean and operating smoothly; services assigned equipment with fuel and checks oil levels; safety checks and adjusts mirrors and windshield wipers and lights.

Assists in developing plans for special assignments such as crowd control, hazardous communications, training programs, crime prevention, gang operations, and emergency aid activities.

Establishes and maintains a positive working relationship with members of the community and other employees.

Attends training courses, meetings, conferences as directed by superior. May be required to confer with citizens on problems, concerns and accidents. Attends meetings and represents the department when so assigned.

Responsible for notification to other City departments of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Shall provide necessary emergency medical assistance as required within the scope of his/her training.

Performs the duties of emergency services dispatcher when assigned.

Performs the duties of a police officer as required.

Performs other duties as assigned.

### **Knowledge**

Thorough knowledge of department policies, procedures, and rules governing the operation of the Police Department. Advanced knowledge of modern police principles, supervision, and management techniques. Have a working knowledge of court procedures. Have a substantial knowledge of the duties and responsibilities of all personnel assigned to his/her shift. Knowledge of principles and practices of supervision including assigning, evaluating, and modification of work; knowledge of payroll/personnel practices including, overtime, holiday, sick and vacation requirements, grievance and disciplinary procedures; duty and non-duty injury requirements; extensive knowledge of City geography. Thorough knowledge of occupational hazards and standard safety precautions necessary in the work. Knowledge of policies and procedures established for the department. Thorough understanding of management and labor relations and the statutory provisions governing municipal labor relations. Maintains a working familiarity with state and federal criminal laws and regulations while planning all aspects of the shift=s work. Working knowledge of driver safety; working knowledge of first aid. Knowledge and understanding of work rules.

### **Skill/Ability**

Must be physically able to perform the duties required of a police supervisory position and of a police officer. Considerable ability to accept responsibility, to make decisions, to delegate responsibility, and to motivate a large number of people toward a coordinated effort. Ability to effectively use time and resources to accomplish activities; supervising others and maintaining effective relations with those encountered in the course of work. Ability to effectively handle a variety of difficult situations and problems. Ability to evaluate programs and needs of the police function and to suggest improvements. Ability to allocate and plan the use of equipment and personnel to accomplish assigned tasks; Ability to teach standard police procedures, emergency aid and crime prevention techniques; Ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. Considerable ability to communicate effectively verbally and in writing with the public, the news media, and other law enforcement professionals. Ability to use computer and MDT equipment to access, retrieve, or input information. Ability to qualify as required by the department in the use of all weapons authorized for his/her use. Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Considerable ability to exercise sound judgment in evaluating critical situations and in making decisions; Ability to follow verbal and written instructions; Ability to learn the City's geography. Ability to act effectively in emergency and stressful situations; Skilled in all types of equipment and vehicle operation. Ability to ensure and follow standard safety practices and procedures; Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to prepare, organize and maintain office data, reports and systems; Ability to perform required mathematical computations. Ability to work independently with only occasional review of work performance or records.

**Education/Experience**

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Must have a minimum of high school diploma or GED certificate, must hold the rank of sergeant and must have a minimum of five (5) years of law enforcement experience.

**Physical Demands**

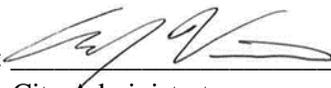
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

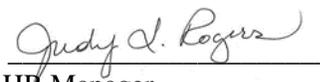
While performing the duties of this job, the employee is regularly required to use hands to reach, finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is regularly required to stand and talk or hear. The employee is regularly required to walk; stand; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must be able to run, grapple, climb, balance, bend, push and twist while performing normal operations. The employee must frequently lift, pull and/or move 50 pounds and occasionally in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**License/Certifications**

Certified Police Officer by the Wisconsin Department of Justice, Division of Training and Standards. Possession of a valid Wisconsin motor vehicle operator’s license is required. Loss of license may be cause for demotion or termination.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:   
City Administrator

Reviewed By:   
HR Manager

Reviewed By: \_\_\_\_\_  
Police Chief

**Revision History:**  
April 1, 2020

July 16, 1993