



Position: Police Detective Lieutenant
Department: Police

Unit: Union (PPA)
FLSA Status: Non-Exempt

Summary Description

The Detective Lieutenant is a supervisory position directly responsible to the Administrative Captain and is responsible for the activities, conduct, and efficiency of all detectives/investigators assigned to the Detective Bureau.

Supervision/Accountability

This position is accountable directly to and receives direct supervision from the Administrative Captain or in the absence thereof, the Chief of Police; and has supervisory duties over the following positions:

- Subordinate employees assigned to the Detective Bureau.

Major Duties/Essential Functions

Supervises detectives/investigators and other assigned staff in their duties. Supervises the scheduling and staffing of the Detective Bureau. Assigns all cases, reviews all reports and supervises the dissemination of reports from the Detective Bureau. Reviews a variety of police-related reports prepared by subordinate officers or others.

Supervises Drug Enforcement Unit, including the scheduling and staffing of the Unit. Assigns all cases, reviews all reports and supervises the dissemination of reports from the Drug Enforcement Unit.

Personally responds to major incidents to assume command of the investigative personnel on the scene through the incident command system. Provides specialized technical skills at the scene of any major crime or occurrence. Responsible for the management of the crime scene, including processing of evidence, interviewing of witnesses and suspects, and overall coordination of apprehension efforts.

Reviews cases being prepared by subordinates for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court. Assists in case reviews or plea bargaining negotiations with defense counsel as requested by the prosecuting attorney.

Contacts other agencies and law enforcement jurisdictions to exchange information, including but not limited to, military, NCIC, FBI, DEA, ATF, and other criminal history or intelligence resources. Coordinates activities with other officers or other City departments as needed; exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney and District Attorney offices regarding cases, policies and procedures as needed and

assigned.

Performs skilled investigative work, both in the office and the field, involving alleged crimes against persons or property under minimal supervision. Searches crime scenes for and secures evidence to be reported for classification.

Obtains written or tape-recorded statements, depositions, or admissions. Questions or interrogates complainants, witnesses and suspects; apprehends suspects and makes arrests. Provides for witness or victim preparation and management, including transportation as necessary.

Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

Works with the Administrative Captain in conducting internal investigations which may involve both serious as well as minor allegations.

Acts as Public Information Officer on assignment by the Chief of Police.

Minor Duties/Responsibilities

Provides detailed background investigations of prospective department employees.

Assists in providing training to department officers in the area of criminal investigations.

Confers with Administrative Captain on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction. Shall keep the Administrative Captain apprised daily of any major incidents, which would require releasing media information.

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

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.

Prepares written recommendations to the Administrative Captain for budgetary requests.

Conducts periodic performance evaluation and planning sessions for assigned personnel. 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.

Coordinates the activities on his/her shift between the patrol and investigative units.

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

Attends training courses, meetings, and conferences as directed by superior. May be required to

confer with citizens on problems and concerns.

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.

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

Maintains contact with general public, court officials, and other City officials in the performance of police activities, as 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. General knowledge of the Incident Command System and how it pertains to the Department's response to all service calls. Have a working knowledge of court procedures. Have a substantial knowledge of the duties and responsibilities of all personnel assigned to the Detective Bureau. Knowledge of national, federal, state, county and city laws and criminal codes, including city ordinances. Extensive knowledge of City geography including streets, alarm locations and building locations. Thorough knowledge of occupational hazards and standard safety precautions necessary in the work. Knowledge of policies and procedures established for the department. 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. Ability to accept responsibility, to make decisions, to delegate responsibility, and to motivate a large number of people toward a coordinated effort. Ability to learn to apply standard police procedures, emergency aid and crime prevention techniques; ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. Ability to communicate effectively verbally and in writing with the public, the news media, and other law enforcement professionals. Ability to use computer and MDC equipment to access, retrieve, or input information. Ability to work independently with regular review of work product. 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. 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.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Must have a minimum of a Bachelor’s Degree from an accredited college or university in Criminal Justice or related field preferred, or a Bachelor’s Degree obtained with three (3) years of appointment. In this case, proof of adequate, annual progress must be presented in a plan submitted to the Chief of Police and Personnel Committee. Must have a minimum of three (3) years of law enforcement experience with the Oak Creek Police Department. Must hold the rank of Sergeant or Detective with the Oak Creek Police Department and have at least two (2) years experience in that position.

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 or certification 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

January 3, 2007