

# Grand Chute Police Department

## POLICE LIEUTENANT JOB DESCRIPTION

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### **NATURE OF WORK**

This is a first-level leadership position with oversight responsibility for members of the Patrol Division. Work involves the following responsibilities: monitor, supervise, and evaluate activities of sworn and civilian subordinates to ensure the delivery of high quality police services; administer the assignment of personnel and work duties in patrol operations; enhance organizational effectiveness by empowering subordinates and encouraging career advancement; assist with development of department goals and objectives; command critical incidents; and other duties as assigned. Work is performed under general supervision of the Field Operations Division Commander.

### **ESSENTIAL JOB FUNCTIONS**

- Define work responsibilities for various subordinate positions
- Evaluate performance of subordinate personnel to ensure adherence to department standards and expectations
- Evaluate department operations and direct changes necessary to ensure delivery of high quality services in an effective and efficient manner
- Administer resolution strategies for formal and informal grievances with both Union and non-union employees
- Enforce department rules of conduct in a fair and equitable manner and perform necessary supervisor inquiries
- Mentor staff and promote career/personnel development
- Promote the department vision, mission, and values
- Engage in and promote among subordinates community/professional outreach
- Analyze trends associated with crime or other community concerns and develop response strategies
- Review programs to determine effectiveness (program activity, monetary cost, outcomes, benefit to department, benefit to public, etc.)
- Maintain regular punctual and predictable attendance, work overtime and extra hours as required

### **ANCILLARY JOB FUNCTIONS**

- Perform routine administrative duties; e.g., review reports, citations, and case-related documents
- Conduct and attend periodic staff meetings
- Prepare periodic reports of agency activity
- Manage inventory of department-owned equipment and recommend improvements
- Administer employee work schedule to ensure proper resource coverage

- Investigate causes of employee injuries or accidents
- Assume the duties of any Lieutenant upon designation by the Chief of Police
- Maintain normal availability for consultation on issues related to police department matters
- Set a positive example within the department in public settings
- Proactively address concerns of personnel
- Assist in the preparation and administration of the department budget
- Respond to major crimes, disasters, and tactical situations to provide guidance and direction to other emergency responders and assess the need for additional resources
- Ensure proper deployment of personnel and keeps other administrative level officers informed of activities involving employees and major incidents
- Participate in all required training and maintain LESB certification
- Manage department programs and initiatives and perform other duties as assigned by the Field Operations Division Commander

## **REQUIREMENTS OF WORK**

- Knowledge of federal, state and local laws and ordinances
- Knowledge of modern principles, practices and methods of police operations and administration
- Ability and desire to lead by influencing, motivating and enabling individuals to contribute to organizational success
- Ability to plan, assign and direct work of subordinates
- Ability to develop collaborative relationships within and outside department
- Ability to plan, assign and direct operations and/or personnel during critical incidents
- Ability to train, direct and evaluate subordinate personnel in a fair and equitable manner
- Ability to analyze police problems and formulate solutions, as appropriate
- Ability to develop short and long-range strategies for implementing various programs
- Ability to function in a team environment
- Ability to communicate orally and in writing in an efficient and effective manner
- Ability to interact effectively with people of varied standing and background, both within and outside the organization
- Ability to operate standard office technologies; e.g., computer systems and software
- Ability to perform basic mathematic calculations
- Ability to counsel, mediate and provide first line supervision
- Ability to provide advice and interpretation regarding the application of policies, procedures, and standard operations
- Ability to perform all essential duties of a police officer
- Must be certified by the Law Enforcement Standards Board
- Must possess a valid Wisconsin driver's license