

TOWN OF WAYLAND POSITION DESCRIPTION

Title:	Police Lieutenant
Department:	Police
Appointing Authority:	Town Administrator
Assignment:	Chief of Police
Affiliation:	Non-union
Grade:	N-8
Personnel Board Approved:	8/18/98
Personnel Board Revised:	5/15/06

Summary of Duties

Administrative, technical and supervisory work related to the operation of the police department in accordance with state and local statutes and regulations; all work as defined in the Lieutenant job description; all other related work as required.

Supervision Received

Works under the general direction of the Police Chief and in accordance with applicable Massachusetts General Laws and departmental rules, regulations and policies; requires ability to plan and perform operations and complete assigned tasks according to a prescribed time schedule.

Performs varied and responsible functions requiring considerable independent judgment and application of State and federal laws to frequently changing conditions and problems.

Supervision Exercised

Commands the Patrol Division of the Department. Occasionally required to perform duties of shift supervisor in the absence of the patrol sergeant. Second in command of the Police Department. In the absence of the Chief of Police, assumes command of the Department with all attendant duties and responsibilities.

Job Environment

Work is generally performed under office and field conditions; may be required to work outdoors with exposure to variable weather conditions and exposure to hostile and potentially hazardous conditions associated with criminal conduct.

May be required to work outside of normal hours to accommodate workflow and emergency situations.

Operates a motor vehicle, medical equipment, computer, standard office equipment as well as all departmental issued police equipment.

Makes frequent contact with the general public, other town departments and state and federal officials; communication is primarily by telephone and personal discussion with some written correspondence.

Errors could result in personal injury or loss, serious delays and confusion in processing and/or recording important information with legal repercussions. Errors could also result in poor employee and public relations.

Essential Functions

The essential functions or duties listed below are intended only as an illustration 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 of the position.

Serves as second in command of the Police Department. In the absence of the Police Chief, assumes command of the Department with all attendant duties and responsibilities.

As Commander of the Patrol Division of the Department, is responsible for shift assignments, overall patrol objectives, discipline, directed patrol assignments, and review of all crime, arrest and incident reports.

Responsible for analysis, organization, preparation and completion of the annual budgets for the Police Department, Joint Communications Center and Emergency Management function under the direction of the Chief of Police.

Responsible for entering all crime reports in the National Information Based Reporting System (F.B.I.).

Occasionally performs all the duties of a patrol shift supervisor.

Writes grant proposals; upon award to the department, administers grants and performs any necessary follow-up work associated with the grant.

Reviews statistics on criminal activity, motor vehicle enforcement, accident crash data and overall police activity; makes recommendations based on statistical analysis.

Performs various administrative functions and tasks as needed.

Recommended Minimum Qualifications

Education:

High school education supplemented by courses in criminal justice or law enforcement; baccalaureate degree in criminal justice preferred.

Experience:

Familiarity with police administration, office procedures and computers; minimum 2 years of progressive supervisory experience as a police sergeant, 3 years experience as a police officer and 10 years of combined experience in police work preferred.

Substitution:

None.

Licenses/Certificates:

License to operate a motor vehicle.

Knowledge, Abilities and Skills:

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

In-depth knowledge of departmental operations and functions.

Knowledge of the full scope of the departmental activities and policies.

Ability to communicate effectively in oral and written form.

Ability to work with state and federal officials, community groups and the general public.

Ability to supervise and manage staff and organize their workload.

Ability to organize statistical information and records.

Ability to interpret and enforce laws and regulations firmly, tactfully and impartially.

Skill in the operation of all departmental issued equipment.

Excellent communication and customer service skills.

Skills in bookkeeping and account management.

Physical Requirements

Moderate, and occasionally extreme, physical effort required to perform duties under office, field and variable weather conditions, with occasional exposure to occupational risks and hazards resulting from weapons and criminal activity. Vision and hearing at correctable to normal ranges. Ability to sit, stand and walk. May be required to stand for long periods of time when assisting the public. Infrequently may be required to drag materials weighing in excess of 100 pounds.

This 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.