



Police Lieutenant

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Police Chief

SUPERVISE: Patrol Officers

SUMMARY DESCRIPTION

Responsible for assisting in the daily operations of the police department through the coordination, direction and administration of operational activities pertaining to all functions of law enforcement for the city. In addition, an incumbent in this position is responsible for performing all essential functions, and possessing the knowledge, skills and abilities required of a Patrol Officer. This is a shift supervisory position as directed by the Chief of Police.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Acts as Chief of Police at the direction of the Chief of Police.

Performs supervisory functions such as assisting with assigning and reviewing work duties, developing and implementing training programs, and recommending disciplinary actions, in conjunction with assigned line investigations.

Responsible for assisting in the review, evaluation and development of programs, policies and procedures for various departmental duties and operations.

Assists in the development, review and enforcement of city ordinances and resolutions pertaining to law enforcement, traffic, health and safety regulations of the city; makes recommendations as needed.

Coordinates and supervises the planning of daily tactical matters; determines case priorities and actions to be taken regarding each case.

Responsible for property and evidence control; obtains evidence and assists in preparing cases for filing charges; appears in court to present evidence and testify against persons accused of crimes.

Supervises and participates in various departmental duties including but not limited to crime prevention and/or detection, the protection of life and property, the regulation of traffic, investigating criminal activity, arrest procedures, interrogations, and the maintenance of law and order throughout the community; ensures that all employees adhere to departmental directives at all times.

Completes detailed and accurate reports and other official records that document an officer's activity or involvement in all incidents; reviews subordinate reports for accuracy; forwards periodic reports to the Chief; utilizes computer programs in the establishment and maintenance of records and reports.

Responds to emergency calls and provides assistance as needed; responds as backup on crimes in progress and helps secure the safety of officers in danger; exercises control in emergency situations.

Conducts internal or line investigations, and presents findings to the Chief, as directed by the Chief.

Attends various meetings for the department, and in the absence of the Chief, when needed; answers inquiries and makes recommendations pertaining to the functions of the department.

Assists in the implementation of an active public relations program, including press releases, addressing the concerns of citizens' groups and representatives of organizations, promoting crime prevention programs, and public addresses and appearances.

Meets with elected and/or appointed officials, other law enforcement officers, the community, business leaders, and the general public on all aspects of departmental activities.

Assists in serving as a liaison for the city with other local, state and federal law enforcement agencies in the pursuit of providing mutual efforts in promoting public safety and protection for the community.

Attends conferences and meetings to keep abreast of current trends in law enforcement.

Answers inquiries from the general public; receives citizen complaints and handles situation and/or refers individual to appropriate source for resolution.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

Performs related duties as required

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Federal, state and local laws pertaining to the duties performed including those with reference to search and seizure, arrest, custody and prosecution of persons and the rules of evidence.
- The methods and practices of municipal police administration and organizational procedures.
- The technical and operating principles and techniques used in law enforcement and crime prevention.
- Rules and regulations pertaining to personnel administration, i.e. employment hiring practices, discrimination, etc.
- The use of police records and their application to the solution of police problems.
- Departmental responsibilities and ability to use independent judgment in the performance of duties.
- The geography of the city and the zoning jurisdiction.

- Input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

Ability to:

- Plan, assign, direct and supervise the work of subordinates.
- Enforce ordinances and other regulations with firmness, tact and impartiality.
- Maintain and operate firearms according to established procedures.
- Operate a motor vehicle in all types of weather and traffic conditions according to established procedures.
- Utilize sound independent judgement in stressful and emergency situations; analyze situations quickly and objectively and to adopt quick, effective and reasonable courses of action with due regard to the surrounding hazards and circumstances.
- Make complex, difficult decisions and to develop plans for the safe, efficient, effective and legal accomplishments of tasks required to protect life, safety and property of citizens, to enforce applicable laws and to serve the public.
- Prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.
- Maintain the confidentiality of all departmental communications, documents and correspondence.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: The incumbent is required to work in all climatic conditions, extreme heat to cold with snow and ice. The incumbent occasionally works near moving mechanical parts, in precarious places, may be required to work with explosives, and is occasionally exposed to bodily fluids, fumes or airborne particles, toxic chemicals, and vibration. Specific vision abilities required by this job include adequate close vision, distance vision, color vision, peripheral vision, and depth perception, the ability to adjust focus, and correctable vision to 20/30 and no evidence of an irreversible disease which will affect the person's sight. Specific hearing requirements include normal hearing or corrected hearing to normal hearing standards in each ear and have no evidence of an irreversible disease which will affect the person's hearing. Additional requirements include physical and mental abilities listed by the Nebraska Law Enforcement Training Center as necessary to competently perform the job.

Work hours may occasionally be required in times of darkness. The noise level may be moderate to intense depending on activity performed. Work requires extensive interaction with the general public and law violators and may be stressful when dealing with criminal incidents, irate citizens and specific timeframes.

This is a shift supervisory position as directed by the Chief of Police.

Physical: Police officers are often placed in a position of physical and mental stress and will be required to perform a variety of duties which may require the incumbent to walk, run long distances or sit for extended periods of time. Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying office supplies, books, files and other materials.

However, work may be required outdoors with a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. While performing the duties, the incumbent is required to talk, hear, use hands to finger, handle, feel or operate objects, tools, equipment or controls and must have the ability to transport themselves to and from various locations throughout the city and within the Police Department and City Hall. Hand eye coordination is necessary to operate computers and various pieces of equipment and vehicles. The incumbent must be able to lift objects up to 85 lbs., and move objects up to 160 lbs., without assistance.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Graduation from high school or equivalent GED. Must have five (5) years of experience as a police officer.

Must possess and maintain a valid Nebraska driver's license at the time of employment.

Must obtain a State of Nebraska special certification in Management, within one (1) year of employment.

Must obtain and maintain certification by the State of Nebraska as a Law Enforcement Officer as required by law.

Must maintain all certifications as may be required by the State of Nebraska or the City of Wahoo.

Regular Full-Time Grade L

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