

**City of Waupun
Position Description**

JOB TITLE	Patrol Lieutenant
REPORTS TO	Deputy Chief of Police, Chief of Police
DEPARTMENT	Police
TYPE	Nonrepresented
FLSA (overtime status)	Non-Exempt
APPROVED	May 14, 2024

JOB DESCRIPTION

The Patrol Lieutenant is a supervisory sworn law enforcement position of the police department and is a representative of the city of Waupun and the State of Wisconsin. The Patrol Lieutenant is governed by not only legal but moral standards of the highest nature. The Patrol Lieutenant philosophy must be one of dedication to public service, setting aside their own personal interest for the common good. The Patrol Lieutenant is under the direct supervision of the Deputy Chief, but also reports to the Chief of Police.

The Patrol Lieutenant performs a variety of complex administrative, supervisory, and professional public safety work including planning, coordinating, and directing the activities of the Police Department as a Shift Commander and supervisor. The Patrol Lieutenant exercises independent supervision over the Police Department's sworn law enforcement officers and nonsworn employees directly under the command of the Deputy Chief. The Patrol Lieutenant is required to make decisions within the scope of assigned authority and shall accept responsibility for these decisions. The Patrol Lieutenant shall not abuse authority but be ready to shoulder given authority and exercise it judiciously.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

General, Supervisory and Managerial Responsibilities

- Assist in the planning, coordination, supervision, and evaluation of Police Department operations, and advise the Chief of Police through the Deputy Chief of recommendations for enhancing the efficiency and effectiveness of Department operations.
- Assist in the development and enforcement of policies and procedures for the Department and implement directives from the Police Chief and Deputy Chief.
- Serve as Shift Commander
- Perform supervisory duties including supervising, evaluating, instructing, assigning, training, investigating, and developing and implementing recommendations regarding personnel management.
- Receive and investigate personnel complaints from citizens and personnel, involving personnel under the Deputy Chief's direct supervision or as assigned, meets with personnel and citizens to

receive complaints of misconduct, conducts investigations of misconduct, prepare reports and recommendations on all aspects of discipline to the Chief, subject to the review of the Deputy Chief. The Patrol Lieutenant may render disciplinary action up to a written warning and may make recommendations regarding administrative leave and serious disciplinary actions to the Deputy Chief and Chief of Police.

- Interview police candidates, make recommendations to the Chief for hiring, conduct background checks on prospective candidates, participate in recruitment activities, and make recommendations regarding the hiring process, development of hiring standards and designing questions for candidates.
- Conduct performance evaluations annually and as an on-going process each and every day. Evaluate personnel, advise personnel, and make recommendations to the Chief for promotion or reduction in responsibilities. Designs and manages evaluation forms and processes. Meet often with subordinates and manage and provide guidance and correction as needed. Make recommendations directly to the Chief for probationary personnel as to the extension of probation or dismissal.
- Responsible for implementing community policing program, maintain and develop relationships with the community to work collaboratively, advise the Deputy Chief regarding changes to program, and preparing Department policy for approval by the Chief.
- Supervises and directs criminal investigations and assignment of cases, reviews reports and supervises cases. Confers daily with Investigators/Officers and performs case management review sessions.
- Develop and implement training programs, design training curriculums, schedule and assign training activities. Review and approve continuing education seminars, courses, and testing. Maintain training records and officer certification records for the Wisconsin Training and Standards Bureau. Prepare Department policy regarding training.
- Communicate with the District Attorney, County Corporation Counsel, outside law enforcement and human services entities and has direct responsibility to supervise and assign police personnel to deliver reports, paperwork, referrals, evidence, or any other necessary materials to outside entities.
- Assigns officers to shifts and hours, exercise discretion to fill vacancies, coordinates the information gathered and work accomplished by various officers, and assign officers to assignments and special assignments.
- Review, evaluate and approve reports and provide assistance and direction to officers.
- Advise the Chief in the preparation and presentation of the annual budget for the Department; assist the Chief in the implementation of the Department's budget and provide advice regarding modifications to meet the budget.
- Assist in planning for and reviewing specifications and making recommendations for the purchase of new or replacement equipment and analyze and recommend improvements to equipment and facilities.
- Assist in the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.
- Assist and advise the Deputy Chief regarding grant writing and other fund raising and revenue generation activities.
- Develop training for Department personnel to include cross training for public safety programs and logistical support.
- Assist with the development of programs and training aimed at inter-departmental support and operational efficiencies.

- Prepare and submit periodic reports as required by Department procedures or as directed by the Deputy Chief.
- Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities within the responsibility of the Patrol Lieutenant.
- Attend conferences and meetings to keep abreast of current trends in law enforcement, personnel management, and operational issues.
- Cooperate with local, County, State and Federal law enforcement officers as appropriate where activities of the Police Department are involved.
- Participate in labor relations issues including negotiations, contract management and administration, handling grievances, and compliance.
- Assist the Police Chief in ensuring that laws and City Ordinances are enforced and that the public peace and safety is maintained.
- Testifies, swears, and serves with credibility and in an unencumbered and complete manner.
- Maintains prompt predictable and reliable attendance.
- Maintains ability to lawfully operate a motor vehicle and City vehicle.
- Maintains ability to lawfully possess, carry, and use a firearm and other equipment.
- Perform the duties of the position at assigned times and for the assigned duration and at times and for durations as the needs of the Department necessitate.
- Perform the duties of subordinate personnel as needed, including performing responsibilities performed by a patrol officer or civilian subordinate.
- Perform duties of the Deputy Chief in the absence of the Deputy Chief.
- Perform other duties as assigned, required or necessary.

Program and Event Responsibilities:

- Oversee any programs and events assigned by a supervisor.

QUALIFICATIONS:

This position requires a high-level of technical and professional competency with a proven and verifiable track record of success. 60 college credits must be obtained prior to hire. Candidate must possess WI Law Enforcement Certification or must obtain certification within 12 months of hire. The candidate shall possess five (5) years of full-time progressively responsible experience in law enforcement with experience in investigating crimes. The candidate must have advanced training in leadership and criminal investigations.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions.
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance

community needs and expectations as to the Police Department's activities and to modify organizational procedures to meet changing conditions.

- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders, and the general public.
- All the knowledge and skills required of a Patrol Officer.
- Comprehensive knowledge of modern criminal investigations.
- Ability to work in high stress situations and maintain a professional calm demeanor.
- Knowledge of Department rules, regulations, and procedures.
- Knowledge of local, state, and federal laws, regulations and codes relating to law enforcement.
- Thorough understanding of technology and systems related to law enforcement.
- Ability to lead others who may be assisting with an investigation.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.
- Professional maturity, self-confidence, and strength of conviction to provide administrative insights and leadership.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Ability to work with appropriate local, regional, state, and federal jurisdictions and agencies as well as the private sector in a constructive and cooperative manner.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Excellent communication, interpersonal, and team building skills.
- Working knowledge of courtroom procedures.
- Ability to complete and maintain accurate police reports.
- Ability to maintain confidentiality.
- Must be able to legally possess a firearm.
- Must have ability to operate a motor vehicle and possess a valid WI Motor Vehicle Operator's License.
- Ability to make oral presentations to groups of various sizes and compositions.

Supervisory and Managerial Skills and Knowledge

- Ability to plan, assign and coordinate the work of a number of subordinate police officers and civilian subordinate employees.
- Ability to instruct, assign, and review the work of others.
- Ability to counsel, mediate and provide supervision.
- Ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to apply knowledge of the principle of police administration and of accepted practices and procedures of police science.
- Ability to apply knowledge of proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
- Ability to apply knowledge of criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria and standards.
- Ability to compare, count, differentiate, measure and sort data, as well as assemble, copy, and

record and transcribe data and information, and to classify, compute and tabulate data.

- Ability to establish and maintain positive lines of communication with personnel and City leaders and with external agencies, groups or citizens; and
- Ability to utilize, retain and oversee a variety of advisory data and information such as incident and accident reports, warrant information, criminal court documents, crime statistical reports, employee performance evaluations, photos, technical operating manuals, computer software operating manuals, municipal code, traffic code, equipment service manuals, statutes, procedures, guidelines, and non-routine correspondence.

Communication Requirements

- Ability to comprehend and interpret a variety of technical and industry-specific documents.
- Ability to use and interpret legal terminology, statutes, codes, ordinances, rules, regulations, policy and procedure manuals, labor contracts and employee handbooks.
- Ability to communicate orally and in writing with Department personnel, other agency personnel, employees, civic groups, students, attorneys, Judges, Department of Corrections personnel, consultants, training personnel, physicians, news media representatives and the public, and the ability to clearly convey assignments, orders, and instructions both orally and in writing; and
- Ability to prepare a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Judgment and Reasoning Requirements

- Ability to exercise the judgment, decisiveness and creativity required in stressful, life threatening and dangerous situations involving the evaluation of information against sensory and judgmental criteria.
- Ability to use functional reasoning in performing diversified public safety work and influence functions such as supervising, managing, leading, teaching, directing, and controlling; and
- Ability to handle complex oral and written instructions to create desired end result.

Tools and Equipment Used:

Required to use and maintain certifications with equipment that Police Officers would use, such as: firearms, a baton, pepper spray, motor vehicles, two way and squad radio, personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment may vary from quiet to moderately loud. The work may be indoors and outdoors; exposed to weather conditions typical of Wisconsin. Position requires the ability to perform in dangerous situations under high levels of stress.

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.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.