

**TOWN OF WILSON'S MILLS
JOB DESCRIPTION FOR**

POLICE LIEUTENANT

GENERAL STATEMENT OF DUTIES

A Lieutenant performs difficult administrative, law enforcement, and supervisory duties responsible for directing, coordinating, and reviewing the activities of assigned Sergeants.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is assigned special administrative and management work as well as responding as needed to patrol issues and major crimes. Responsibilities include participating in the hiring and promotional processes for the department; assisting with updating departmental policies and procedures; assisting with budget preparation and administration; representing the department at various community and Town functions, committees, etc.; participating in departmental planning, development of mission and vision, and departmental philosophy; analyzing crime and other trends and recommending appropriate actions; and other administrative work. This position is responsible for supervising assigned Sergeants, exercising independent judgement in operational and personnel matters, and making command decisions. Work is performed under the supervision of the Police Chief and is evaluated through conferences, reports, records, analysis of performance, feedback from Sergeants and Officers, feedback from other departments, and by public satisfaction with services.

DUTIES & RESPONSIBILITIES

ESSENTIAL DUTIES AND TASKS

- Assists Police Chief with departmental supervisory and administrative work; assists with decisions in unusual situations as circumstances permit; participates in law enforcement activities of the department.
- Supervises and participates in departmental administration; supervises records, technology administration, and related activities.
- Ensures proper training of staff including managing the in service training program and maintaining required Criminal Justice Training and Standards records; provides coaching and counseling to subordinate staff; conducts internal investigations; ensures proper motivation, communications, training, mentoring, team building and readiness of staff; fills in on patrol shifts as needed.
- Plans, organizes, and coordinates community education and engagement activities for the department.
- Researches, drafts, develops support for, and recommends new and revised departmental policies and procedures.
- Assists in the overall budget development and administration for the department.
- Speaks to various community groups; represents the department in various activities and at various events.

- Participates in various law enforcement activities including calls for service, arrests, investigations, etc.; takes command of crime scenes as necessary, processes crime scenes; testifies in court.

ADDITIONAL JOB DUTIES

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of state and federal laws, local ordinances and policies of the police department.
- Thorough knowledge of law enforcement principles, practices, methods and equipment.
- Thorough knowledge of state and federal laws and regulations concerning DCI and police telecommunications activities.
- Considerable knowledge of modern and effective supervisory practices of leadership, motivation, communication, counseling, mentoring, team building, discipline, and performance evaluation.
- Considerable knowledge of the laws and regulations related to hiring, promotions, performance review, and other personnel actions.
- Considerable knowledge of the application of technology to modern law enforcement work.
- Considerable knowledge of the organization's personnel policies, budget and purchasing procedures.
- Considerable knowledge of criminal investigations including appropriate charges and rules of evidence. Knowledge of the collection, processing and custodial care of evidence.
- Skills in the use of firearms and other police equipment and in the application of self-defense and de-escalation tactics.
- Skills in collaborative conflict resolution and public speaking.
- Ability to act with sound judgement in routine and emergency situations.
- Ability to present effective court testimony and make public presentations.
- Ability to prepare clear and concise administrative and activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens, department staff, and Town officials.
- Ability to inspire calm and confidence in other officers and the public.

PHYSICAL REQUIREMENTS

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, reaching, standing, walking, typing, grasping, talking, seeing, hearing, and perform repetitive motions.
- Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20 to 50 pounds frequently and 10 pounds of force constantly to move objects.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to prepare and review a variety of records and reports.

DESIRABLE EDUCATION AND EXPERIENCE

- Bachelor's degree in law enforcement, criminal justice, or a related field.
- Must have at least eight (8) years of progressively responsible law enforcement experience with the last three (3) years in a supervisory capacity equivalent to the rank of a Sergeant or above.

SPECIAL REQUIREMENT

- Possession of a valid North Carolina driver's license.
- Completion of Basic Law Enforcement Training from accredited school in North Carolina.
- Possession of North Carolina General Law Enforcement certification awarded by the North Carolina Criminal Justice Education & Training Standards Commission.
- Possession of or ability to obtain Advanced Law Enforcement certification awarded by the North Carolina Criminal Justice Education & Training Standards Commission.

Candidates must successfully complete a pre-determined hiring process in addition to a physical examination, motor vehicle record, drug screen, background investigation, etc.

SALARY GRADE: 30

\$78,040 - \$117,060 Annually

FLSA STATUS: EXEMPT