



TOWN OF RUTLAND POLICE DEPARTMENT



Job Description Police Lieutenant

Definition:

Under general direction, supervises, plans, and coordinates the activities and operations of assigned law enforcement services and activities of the Police Department including to serve as Officer in charge, or other assignments deemed appropriate by the Chief of Police; coordinates assigned activities with other departments and outside agencies; including patrol, support services, traffic, administration, and detectives.

Supervision:

Works under the direct supervision of the Chief of Police. The position also carries a responsibility of acting on behalf of the Chief of Police during his absence.

Job Environment:

Standard office setting with occasional fieldwork. Work environment is team orientated, having variable tasks, pace, and pressure. Work is usually performed indoors in office and in meeting rooms; occasionally work outdoors in all weather conditions when required to respond to in-progress calls and major incidents.

Essential Functions:

(The essential functions or duties listed below 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.)

- Coordinates the organization, staffing, and operational activities for assigned law enforcement and animal control services or other assignments as deemed appropriate by the Chief of Police.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with management staff; implements improvements.

- Directs, coordinates, and reviews the work plan for assigned services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Researches and develops grants for assigned programs; oversees grant implementation.
- Assists in the development and implementation of the departmental training program; ensures employees meet MPTC and POST training requirements, serves as instructor for in-service training as assigned.
- Stays abreast of all departmental functions and operations so that during the absence of the Chief of Police, will be able to assume that role in the same manner and with the same integrity as the Chief.
- Enforces the rules and regulations and policies and procedures of the department. If an infraction occurs, takes immediate action to resolve the violation as set forth. Also assists the Chief of Police in investigating any citizen complaints against personnel of the department.
- Serves as court and District Attorney's Office liaison.
- Attends civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the police department, and to establish favorable relations.
- Prepares written evaluations of subordinates, and presents these evaluations to them.
- Assists in the implementation and management of a department MPAC certification and/or accreditation program.
- Performs other duties as assigned.

Recommended Minimum Qualifications

The following generally describe 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.

Education and Experience:

A Bachelor's degree from an accredited college or university with major course in criminal justice, criminology, police science, business administration, public administration or a related field.

Ten years of increasingly responsible law enforcement experience, including three years of administrative and/or supervisory experience as a Police Sergeant, equivalent, or higher.

Special Requirements:

- Possession of a valid driver's license issued by the Commonwealth of Massachusetts.
- Successful completion of Massachusetts's basic recruit police academy.
- Must be certified in firearms usage, first aid, CPR, and defibrillators.

Knowledge, Ability and Skill:

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement program. Law enforcement theory, principals, and practices and their application to a wide variety of services and programs.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property.
- Modern methods and procedures of criminal identification and records.
- Use of firearms and other modern police equipment.
- Methods and techniques of public relations.
- Principles of customer service.
- Recent court decisions and how they affect department operations.

- Principals and practices of municipal budget preparation and administration.
- Principals of supervision, discipline, training and performance evaluations.
- Office procedures, methods and equipment including computers.
- Principals of business letter writing and basic report preparation.
- Pertinent federal, state and town bylaw, codes and regulations.

Ability to:

- Supervise, direct, and coordinate the work of assigned staff.
- Select, train, and evaluate assigned staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively deploy and review the work of officers and special investigational details.
- Prepare clear and concise administrative reports.
- Prepare and administer budgets.
- Discharge firearms in a safe and effective manner.
- Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain town bylaw enforcement policies and procedures.
- Supervise and conduct sensitive investigations.
- Identify and prepare information for release to the media.
- Analyze emergency situations and adopt quick, reasonable and effective courses of action.
- Respond to requests and inquiries from the general public.
- Recommend improvements in departmental operations and in the rules, regulations, and policies governing the Rutland Police Department.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Character:

- All sworn and non-sworn employees shall be of good moral character and reputation.

Physical Requirements:

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.

- Ability to meet required Commonwealth of Massachusetts physical and medical standards as required by POST, including the successful completion of an HRD Initial Hire medical exam and HRD Physical Abilities Test. The Police Officer's position involves physically demanding activities under difficult emergency conditions, and therefore it is the responsibility of the Police Officer to keep physically fit for work at all times to minimize work related injuries.
- Primary functions require sufficient physical ability to work in an office setting with occasional fieldwork.
- Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
- Ability to pursue suspects on foot for a sustained period while bearing duty equipment.
- Ability to subdue suspects in a physical confrontation bearing duty equipment.
- Ability to push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs.
- Ability to drag, push, pull, lift, or carry heavy objects or persons to push vehicles from roadway, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.

- Ability to run up or down stairways or respond to other incidents. While performing essential functions of this job the employee is frequently required to stand, walk, sit, use hand to finger, handle, or feel, talk or hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.
- Work schedule is four days on with two days off or five days on with two days off depending on area of assignment.
- Must have the ability to respond to calls for service when necessary.
- While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions.
- While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes, or airborne particles, toxic or caustic chemicals, contagious or infectious diseases, and work with explosives.
- Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situations such as armed and/or violent arrestees.
- Occasionally exposure of work time hazardous situations, which involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons.
- Work time may require irregular hours and shift times. The employees working conditions are typically moderately quiet, but at emergency scenes these conditions may be moderately loud.

(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.)