

POLICE LIEUTENANT

Position Purpose:

The purpose of the position of Police Lieutenant is to perform responsible supervision, coordination and control of all officers, communication dispatchers, and all non-sworn employees. The lieutenant is also responsible for internal affairs, training, research and planning, along with assisting with administration and budget control. In the absence of the Chief, the Lieutenant will assume the powers, duties and responsibilities of the Chief, subject to any limitations set by the Chief. Has the responsibility for constantly directing his/her best efforts towards providing the highest level of safety, security and service for the citizens of Ayer. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible duties requiring frequent application of initiative and independent judgment to solve problems within limitations of established standards or precedents and in accordance with department policies, procedures, operations and plans.

Supervision Received: Works under the administrative direction of the Chief of Police and in accordance with applicable Massachusetts State Laws, town policies and bylaws, and relevant local, state and federal regulations and standards, referring all unusual cases to supervisor. Generally establishes own work plan and completes work in accordance with established departmental policies and standards.

Supervision Given: Supervises all subordinate officers directly and indirectly through subordinates, assigning tasks and providing instructions, training new employees in proper work procedures, evaluating work performance.

Job Environment:

Administrative work is performed under typical office conditions. When there is no Sergeant on duty, performs patrols, during emergencies, as needed, or when conducting investigations, is exposed to varying weather conditions and situations endangering personal safety. Wears appropriate uniform and equipment.

Operates a police cruiser, all police equipment including firearms, a computer, and other standard office equipment.

Makes frequent contacts with the general public, other public officials, local civic and social organizations, district attorney's office, municipal vendors, state and local police, federal law enforcement agencies, courts, schools, correctional facilities, department of social services, hospitals, and various local businesses. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related highly confidential and sensitive information such as personnel records, criminal investigations and records, lawsuits, and personal information about citizens.

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Errors could be costly in terms of decreased or less efficient protection to persons and property, confusion and delay, possible personal injury/death, and have direct financial and legal repercussions.

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.)

Assists the Chief of Police as directed, supervising police personnel in the performance of their duties, maintaining discipline, ensuring the adherence to the highest level of integrity and honesty within the department. Assists the Chief with the day-to-day operational management of the department.

Works carefully to be aware and have a clear understanding of the authority delegated to him/her for the performance of assigned duties and responsibilities.

Carries out all orders and directives from the Chief and clearly communicates to personnel the nature of any orders that affect them or their responsibilities. All significant changes are carefully explained so that there are no misunderstanding of their intent and purpose.

Keeps the Chief informed of all significant events or developments which may affect the department or its personnel.

Serves as Internal Affairs officer for the Police and Communications Department, conducting investigations and implementing, or suggesting appropriate discipline in cases of alleged or apparent misconduct by the Police or Communication members. Keeps internal affairs files separately in a secured location.

Conducts periodic staff meetings with Sergeants, solicit input from them; advise and inform the Chief in the preparation of both periodic administrative and full staff meetings.

Assists in the preparation, monitoring and administering of the Police and Communication Department's annual budget as directed by the Chief; receives monthly, reports from the Sergeants regarding the operational services and organizational needs. Prepares and submits to the Chief of Police reports related to needs and activities of the Police and Communication Departments.

Responsible for the research and development of plans and procedures for all phases of the Police and Communication Departments operations and for reporting to the Chief any changes or innovations in police sciences or technology which would improve or enhance organizational operations.

Prepares and submits reports to the Chief, with appropriate recommendations, whenever any change or revision of current police/communications practices, policies or procedures seems advisable.

Maintains the department's Network and Workstation infrastructure.

Ensure uniform interpretation and compliance in all policies and memoranda, disciplinary procedures, and personnel matters.

Meet with shift supervisors on a regular and as needed basis to discuss the activities of the staff and the department, convey information from the Chief, and advise the Chief of all significant matters discussed during these meetings.

Monitors and distributes information over various departmental social and mass media forums.

Directly assists the Chief in the development of plans and programs for improving the delivery of Police and Communication services and the efficiency of Department operations.

Cultivates and promotes a close working relationship among all department personnel to create the highest level of productivity and effectiveness.

Responds readily to questions from personnel regarding their duties and responsibilities and obtains official answers whenever necessary.

Maintains discipline and morale and promotes harmonious relations and mutual cooperation among all personnel.

Observes, on a regular basis, the appearance, efficiency, initiative and capability of all personnel and advise, counsel and motivate those whose duty performance is unsatisfactory or inadequate.

Has access to extensive confidential information concerning personnel records and criminal investigations.

Attends meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchanges.

Under the Chief's direction, represents the Department and maintains mutual cooperation as a liaison with all Town Officials and with state, county, and federal agencies.

Periodically reviews the overall performance of the Department.

Applies for and administers available grants and funding opportunities.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree; graduation from the Massachusetts Criminal Justice Academy. At least five years of experience as a permanent law enforcement officer for Ayer.

Special Requirements:

Certified by MPTC

RMV Class D

LTC

Executive Development School

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Working knowledge of the entire police department both administratively and operationally. Knowledge of computer applications as they are used in police work. Knowledge of budgeting and fiscal control. Knowledge of the principles, practices and techniques of police supervision. Knowledge of appropriate police goals, objectives, methods, procedures, and techniques pertaining to major police functions (such as, patrol, traffic, criminal investigation, crime prevention, juvenile programs and problems, community relations).

Ability: Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to establish and maintain effective working relationships with, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to coordinate efforts of others in accomplishing assigned objectives. Ability to analyze the RMS/CAD database.

Skill: Good managerial and organizational skills. Skill in utilizing computers. Constant skill utilizing Microsoft Office suite of products, to include Outlook, Word, PowerPoint, and Excel. Skill in network installation and maintenance.

Physical Requirements:

The physical demands described here 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 functions.

Incumbent must possess the ability to meet required physical standards of age, height, weight and strength. Performance of work frequently involves standing, walking, and driving for long

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periods of time. Correctable vision and hearing required; close vision, distance vision, and ability to adjust focus. During emergencies may be required to run, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing up to 100 pounds. Required to detect odors and have temperature sensitivity.

(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.)