



EVANSVILLE POLICE DEPARTMENT POLICE LIEUTENANT POSITION DESCRIPTION

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.

Supervisor: Chief of Police

GENERAL STATEMENT OF DUTIES

Under the general direction of the Chief of Police, the Police Lieutenant is responsible for the daily operations of the Evansville Police Department. The Police Lieutenant is a day shift, "Uniformed, working Lieutenant." The Police Lieutenant is "Second in Command" of the Evansville Police Department and answers directly to the Chief of Police. In the absence of the Chief of Police, the Lieutenant shall assume command of the entire department operation as Acting Chief. The Lieutenant must be in regular emergency contact with the department and Chief of Police and shall carry a department issued pager/cell phone at all times both on duty and off duty.

Distinguishing Features of the Position

The Lieutenant of Police performs and supervises police functions under the direction of the Chief of Police for the city of Evansville, including assisting in planning, directing and controlling patrol, criminal investigation and related activity, training assignments, and organizational discipline. In administering the activities of the department, the Lieutenant exercises independent judgment and discretion and assist with the internal affairs of the department.

Examples of Work (illustrative only):

Policing activities:

The Lieutenant of Police shall assist the Chief of Police in the following:

- Able to set short term and long term goals for the department that not only respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.
- Able to respond to changes in the community and, thereby, necessary and corresponding changes in the department.
- Set vision for the department and appropriate police behavior.
- Committed to developing, implementing, and evaluating remedial, specialized, in service and advanced training programs that enhance the skills, knowledge, and effectiveness of officers.
- Possess necessary knowledge and experience regarding law enforcement, especially in patrol procedures, arrest, interview and interrogation, criminal investigations and crime prevention.
- Insures that the enforcement of state statutes and city ordinances is applied in a fair and proper manner and in compliance with department policy and procedure.
- Knowledge of community oriented policing, day to day police operations, and subordinate staff duties and responsibilities.

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- Promoting departmental conduct based on a philosophy of "Professional and Ethical" standards, set by the law enforcement community.
- Promoting and maintaining an atmosphere of community oriented policing within day to day police operations and police related duties and responsibilities.
- Establishing and promoting effective work relationships with police officers, civilian employees and department staff.
- Insures that the constitutional rights and provisions of persons taken into custody are safeguarded.
- Respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.
- Able to respond to changes in the community and, thereby, necessary and corresponding changes in the department.

Community/External relations:

- The Lieutenant of Police shall serve as chief spokesperson for the department in the absence of the Chief of Police and/or as designated by the Chief of Police.
- Communicate the department's mission to the community and allow the community to respond.
- Encourage officers to learn the community and offer programs to promote civic safety and stability.
- Effectively interact with city governance.
- Ability to represent the department to residents, businesses, social agencies, criminal justice agencies, and other groups.
- Ability to direct the preparation of a comprehensive general plan for the emergency preparedness of Evansville.

Administration:

The Lieutenant of Police shall assist the Chief of Police in the following:

- Knowledge of accepted principles and practices of police administration and personnel and human resources management. Knowledge of collective bargaining and employee relations.
- Controls and approves time-off requests by subordinates; including vacation leave, compensatory time, leave of absence, family leave and other authorized time off.
- Reviews and assigns dispositions or follow-up investigation to reports submitted by subordinates.
- Coordinates with Police Sergeant(s) in their daily shift activities, including planning roll call training, duty assignments and critical review of major incidents.
- Direct and manage subordinates to accomplish the mission, goals and objectives of the police department.
- Develop, administer and evaluate the department's various jobs/positions. Knowledge of internal affair functions and handle disciplinary procedures.
- Monitor the performance evaluation system for all departmental employees.
- Counsel, guide and lead supervisors and patrol officers in handling various police situations.
- Knowledge of systems to collate, collect and analyze information.
- Display outstanding writing skills with corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures,

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- memos, and other written documents.
- Demonstrate excellent problem solving skills.
- Setting the vision for the department, indicating what the Chief defines as important strategic planning.
- Delegating certain responsibilities to officers through which officers can apply the visionary goals and internalize such objectives as important.
- The preparation and presentation of a workable budget and identify additional grant resources outside of funding from the city.
- Able and committed to developing policies and procedures, special orders, general orders, memorandums, rules and regulations, and other written directives for efficient operation of the department.
- Ability to articulate appropriate viewpoints of the department.

Miscellaneous:

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police.

- Plan Shift activities daily, including; training, duty assignments and other activities as required, making appropriate work assignments.
- Inspects Shift personnel and equipment, reporting deficiencies to the Chief of Police or his designee.
- Assists in the development and implementation of the goals and objectives of the Police Department.
- Assist the Chief of Police with special administrative projects such as the identification of trends, collation of statistics, and review of Standard Operation Procedures, Policies and General Orders.
- Complete special projects and staff study reports as assigned.
- Conducts or supervises Sergeant(s) in the investigation of citizen complaints, submitting required reports to the Chief of Police - Designee for review.

- Reviews and endorses required written performance evaluations of employees as submitted by shift sergeants and completes evaluations of subordinates as required.
- Insures subordinate compliance of Department Rules and Regulations taking appropriate disciplinary action and reporting violations as required.
- Directs or coordinates emergency and non-emergency incidents or events.
- Advises the Chief of Police or his designee on the status of emergency priority incidents or incidents of a sensitive nature.
- Directs or coordinates special event activities.
- Provides a positive work environment for subordinates.
- Observe subordinate's appearance, deportment and performance in all matters.
- Insure subordinate compliance of all Special Orders and General Orders issued by the Chief of Police or designee.
- Conduct inspections of the police facility insuring the good order and security of the facility.
- Directs the investigation of shift level citizen complaints as requested by the Chief of Police or designee. Conducts investigations into disciplinary situations or citizen complaints as

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required. Reviews investigations and makes recommendations to the Chief of Police/Designee on complaints against officers.

- Complete report forms as required.
- Attend staff meetings as required.
- Attend conferences and training seminars as required, participating in police training to maintain required State of Wisconsin Certification for Law Enforcement Officers.
- Shall perform any and all other duties as assigned or required by the Chief of Police.

Required knowledge, skills and abilities:

- Ability to testify credibly and thoroughly without impediment in municipal, state or federal court.
- Thorough knowledge of federal laws, state statutes and local ordinances regarding police operations.
- Ability to establish and maintain effective work relationships with police officers, civilian employees and department staff.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the Common Council.
- Ability to communicate effectively in verbal and written form.
- Ability to read, interpret, and apply rules and regulations.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other city employees.
- Ability to exercise good professional judgment.
- Thorough working knowledge of departmental policies, procedures, rules and regulations.
- Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
- Ability to supervise and motivate others.
- Ability to maintain an effective working relationship with Chief, Public Safety Committee, City Administrator, and all other department employees.

Job standards (acceptable experience, training and education):

- Bachelor's degree in criminal justice, management or related field.
- Hold the rank of Sergeant with the Evansville Police Department or an equivalent position at another agency, at the time of the posting, with a minimum of three (3) years' experience at the rank of Sergeant or an equivalent position at another agency, at the time of the appointment:

OR

- Minimum 7 years work experience as a full-time law enforcement officer.
- Supervisory experience preferred.
- Must possess a valid Wisconsin Driver's License.
- Must possess Law Enforcement Certification granted by the Wisconsin Law Enforcement Training & Standards Board.

Tools and equipment used:

Personal computer, Microsoft software, word processing and spreadsheet software, telephone, copy machine, optical scanner, TRACS, Spillman, LRMS, Tri-Vin, MVARS, Internal video system, Training Roll Call, and all other equipment required to perform the duties and

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responsibilities of this position.

Physical demands:

Full range of movement, physical strength, endurance, fitness and condition to apprehend and control an individual and respond to other situations.

Work environment:

Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 14.

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 position description for the Lieutenant of Police 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Public Safety Committee 02/04/15

Approved by Finance and Labor Relations Committee 02/05/15

Reviewed 02/27/17: 03/09/17 W/IR

Approved by Public Safety Com 03/08/2017.

Revised by Finance and Labor Relations Committee 03/09/2017 and 08/03/2023.