

Job Description

Human Resource Use Only

Position Number:

Step/Grade - M

Effective Date: ~~12/2013~~ 6/2016

POSITION IDENTIFICATION

Position Title: Police Training Lieutenant
Division: Police
Status: Full Time Union Non Exempt
Normal Workweek: 5-2/5-3 rotation (5 days on, 2 days off, 5 days on, 3 days off)

SUPERVISORY RELATIONSHIPS

Reports to: Deputy Chief of Police
Directly Supervises: Armorers, field training officers, unified tactical instructors, firearms instructors and instructors of other police training.

POSITION PURPOSE

The Training Lieutenant coordinates all unified tactical training activities for all personnel of the Manitowoc Police Department. The training Lieutenant is responsible for the delivery of training to all departmental sworn personnel in the areas of training as mandated by the State of Wisconsin Training & Standards Bureau, Federal Government and the Department of Commerce. He/she will maintain records of such training; manage the weapon maintenance program, manage the training budget, and schedule specialized classes and in-service for department personnel. The Training Lieutenant reports directly to the Deputy Chief and works closely with the Police Administration and other supervisory personnel of the Manitowoc Police Department.

ESSENTIAL DUTIES

- Manage the weapon maintenance program at Manitowoc Police Dept.;
- Manage the annual training funds
- ~~TIME agency coordinator (TAC) responsible for training in TIME system and software updates;~~
- Formulates and manages training equipment budget and equipment replacement in the training area;
- Manages the field training program; maintaining records and, reporting all problems concerning probationary officers in the field training process;
- Schedules specialized classes for officers, reviewing requests and registering personnel;
- Plan/coordinate/conduct yearly department in-service, developing the lesson guides, coordinating the scheduling of each shift with the shift commander;
- Determines and employs the most appropriate instructors;
- Conduct training on each shift;
- Coordinates/Conducts all tactical training at varying times, training officers in proper use of force techniques utilizing the current State of Wisconsin Standards, updating and testing for proficiency as necessary;
- Attends specialized training to improve expertise and keeps up-to-date on modern police principles;

- Review Use of Force reports;
- Maintain inventory in the police armory and training building;
- Research, recommend, and purchase equipment for officers and the department;
- Oversee the Hecker Road Police Range and buildings;
- Records and keeps detailed records on all personnel trained;
- Attends and participates in Department Supervisory Staff meetings;
- Develops and assists in physical training programs;
- Makes arrests when violations of law and/or city ordinances are observed or when warrants are in existence for known criminals;
- Issues written warnings or citations to observed offenders;
- Operates a police vehicle equipped with a two-way radio;
- Furnishes assistance and information to private citizens as required;
- Serves as a witness in court cases when required;
- Attends regular training classes in police methods and related subjects;

OTHER DUTIES

Carries out other department duties as required

MINIMUM POSITION QUALIFICATIONS

Education: Associate Degree in Police Science or relevant Bachelor's Degree from accredited university or college, or 60 semester hours undergraduate credits from accredited university or college in Law Enforcement or related field, or an equal amount of Law Enforcement experience (i.e. sworn in prior to February 1, 1993).

Experience: 6 Years law enforcement experience.

Certifications/Licenses: TIME System Certified and current State of WI Instructor Certification in at least one of the following Unified Tactical Disciplines – DAAT, Firearms or Traffic Stops, Emergency Vehicle Operation, Professional Communication. A valid State of Wisconsin Operator's License. Certification from Wisconsin Training & Standards Bureau. Instructor certification and TIME certification.

Other Requirements: Computer and audio/visual aid proficiency.

KNOWLEDGE, SKILLS, & ABILITIES

This position requires the ability to read and interpret policy manual, technical manuals, Wisconsin State Statutes, City ordinances, training bulletins, Supreme Court decisions and other related materials concerning training; the ability to add, subtract, multiply, divide, and calculate percentages; the ability to interpret basic descriptive statistical data and reports; ability to interpret graphs; and the ability to apply situational reasoning ability by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein 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.

Manual Dexterity: The employee is regularly required to use both hands to handle, touch, grasp; reach with hands and arms

Physical Effort: The employee is regularly required to sit, stand, walk, talk and hear. The employee often may be required to climb or balance, stoop, kneel or crouch. The employee regularly is required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator and weapons commonly used by law enforcement officers. Ability to perform use-of-force methods commonly called Defense and Arrest Tactics.

Working Conditions: While performing the duties of this job, the employee is regularly exposed to an indoor environment common to municipal buildings, indoor shooting range, outdoor shooting range, cold and warm climates.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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