

Personnel
4-21-14

RESOLUTION

WHEREAS, as a result of the City's reorganization in 2011, essential job duties and responsibilities have changed within each department; and

WHEREAS, it is a best practice to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department; and

WHEREAS, the Personnel Committee recommended acceptance of the attached revised job description for Patrol Lieutenant within the Police Department at a meeting held on Monday, April 14, 2014.

NOW THEREFORE, BE IT RESOLVED BY Mayor Justin M. Nickels and the Common Council of the City of Manitowoc to approve the attached revised job description for Patrol Lieutenant within the Police Department.

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|------------|--------------------|-------|
| Introduced | <u>APR 21 2014</u> | _____ |
| Adopted | _____ | _____ |
| Approved | _____ | _____ |

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Job Description

| Human Resource Use Only |
|-------------------------|
| Position Number: |
| Step/Grade |
| Effective Date: |

POSITION IDENTIFICATION

Position Title: PATROL LIEUTENANT

Division: Police

Status: Full Time Union Non Exempt

Workweek: 5-2/5-3 rotation (5 days on, 2 days off, 5 days on, 3 days off)

SUPERVISORY RELATIONSHIPS

Reports to: Captain of Patrol

Directly Supervises: Patrol Shift

POSITION PURPOSE

The patrol lieutenant is responsible for the supervision of police patrol and related station activities. The employee is required to exercise knowledge of police methods and techniques and seasoned judgment in providing police services to meet emergencies and other special situations. The lieutenant assumes complete charge in the absence of a superior officer. The work is performed in accordance with prescribed departmental procedures. Assignments are received in the form of written or oral instructions. Supervision is received from the Deputy Chief of Operations, who is available on unusual problems and who reviews the work through observation of results and the evaluation of the reports submitted.

ESSENTIAL DUTIES

1. Responsible for overseeing employee compliance with safety regulations, policies and procedures, and when directed, provide safety training to employees.
2. Coordinates activities of the various patrols of the police department;
3. Inspects equipment and appearance of police officers;
4. Reads special orders and gives special instructions;
5. Assists in Field Training Officer Program;
6. Performs special investigations as assigned;
7. Receives and checks all reports and maintains records of activities of officers during tour of duty;

8. Interviews complainants and takes proper action to dispose of complaints;
9. Supervises Police Sergeants and Police Officers on posts and in cruisers, giving instructions and assistance as required;
10. Supervises Police Detectives, when necessary, at crime scenes or other events in the absence of a Detective Supervisor;
11. Interviews and questions arrested persons;
12. Prepares and supervises preparation of data, records and reports relating to police activities, and reviews reports prepared by subordinates;
13. Investigates and reports on complaints about subordinate police officers;
14. Operates the TIME System;
15. Prepares the monthly work schedule for all subordinates;
16. Maintains a log of work done and citations issued by officers during the assigned shift;
17. Receives ticket and fine money and accounts for same;
18. Maintains attendance records for subordinate officers;
19. Makes public contact to ascertain effectiveness of police programs and individual officers;
20. Observes and evaluates performance, effectiveness and potential ability of staff;
21. Supervises and participates in the preparation of statements, exhibits, reports and other pertinent information of an evidentiary nature for use in the formal adjudication of cases in a court of law;
22. Presents testimony in court regarding evidence obtained in official investigations;
23. Operates police radio communication system and dispatches cars where needed and performs other related radio communication duties;
24. Checks conditions of all department vehicles and equipment on a regular basis;
25. Directs proper and timely maintenance on vehicles to insure continued effective operation;
26. Thorough knowledge of the rules and regulations of the department, pertinent federal and state laws and city ordinances;
27. Good knowledge of the principles and practices of modern police administration, including patrol, traffic administration and criminal investigation;
28. Good knowledge of the types and use of firearms, communications and automotive equipment in modern police work;

29. Good knowledge of the streets and physical layout of the City of Manitowoc, adjoining areas and the locations requiring special police attention;
30. Ability to understand and execute difficult oral and written directions and to deal courteously with the public;
31. Ability to command respect of officers and assign, instruct and review their work;
32. Ability to write clear and comprehensive reports;
33. Ability to analyze complex police problems and situations, adopting quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;
34. Knowledge of basic computer skills.
35. Performs other work and special assignments as required.

OTHER DUTIES

Performs supervision over an assigned shift of police officers responsible for the safety of life and property and maintenance of order and traffic control within the City of Manitowoc. Does related work 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: Considerable police experience, some of which shall have been on the level of Police Sergeant or Police Detective.

Certifications/Licenses: A valid State of Wisconsin Operator's License
Certification from Wisconsin Training and Standards Bureau

Other Requirements: Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to read and interpret policy manual, technical manuals, Wisconsin State Statutes, City ordinances, training bulletins, Supreme Court decisions and other related materials concerning police work. The ability to add, subtract, multiply, divide, and calculate percentages; Ability to interpret basic descriptive statistical data and reports, ability to interpret graphs. 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; Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator.

Physical Effort: The employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; 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 the job include close and distant vision, peripheral vision, depth perception, ability to focus.

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.