



City of Altoona Position Description

Position: Police Lieutenant
Reports to: Chief of Police
Appointing Authority: Chief of Police confirmed by the Police & Fire Commission
Position Supervises: All department personnel, including in the absence of the Chief of Police

Written by: JLJ
Date: November 13, 2013

Position Summary

Under the supervision of the Chief of Police, this position will assist the Chief of Police in the administration of the police department; who will be acting as a supervisory, non-union, law enforcement officer with arrest powers. This position will oversee the day to day operations of the Police Department and ensure that the Police Department is providing the community with timely professional emergency and non-emergency services by effectively directing and administering the department's policy and procedures, programs and activities.

This position may assist with patrol functions, investigations and be the on-call contact person for the Police Department. The work schedule for this position will rotate with other administrative positions in order to ensure that there is a supervisor on-call and to fill staffing needs of the Police Department. Hours of work may include days, nights, weekends and holidays. The scheduling of this position will be at the discretion of the Chief of Police.

Essential Duties/Responsibilities

The following duties/responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties/responsibilities may be required and assigned.

- Has administrative responsibility for directing and supervising the activities of the Police Department and personnel assigned, as directed by the Chief of Police.
- Supervises day to day operations of the Police Department and all activities of the Patrol Officers.
- Exercises command and coordinates the activities of the Patrol Division and Investigations Division.

- Prepares and maintains the Police Department schedule; schedules vacations, sick time, compensatory time and injury time within the department guidelines and the union contract.
- Reviews the Police Department's payroll; verifying accuracy and using the time slips filled out by the Officers and Civilian Employees.
- Authorizes overtime when necessary and maintains appropriate records.
- Receives and investigates citizen complaints against Officers.
- Supervises the activities of the Patrol Sergeant(s) and Investigators.
- Coordinates all criminal investigations utilizing the case management system. Assists Investigators to ensure goals and objectives are met.
- Recommends the department's enforcement needs through the analysis of crime statistics and trends, accident and traffic records.
- Assists in the development of policy and procedure.
- Recommend changes to the Department Policy and Standard Operating Procedures manual to the Chief of Police.
- Instruct subordinate employees as to work assignments and procedures.
- Responsible for evaluation of assigned subordinates. Duties include administering and enforcing policy, city and department rules and regulations and code of conduct; including recommendation of disciplinary action.
- Coordinates community programs, festivals and events.
- Reviews written reports and takes appropriate action. Determines when reports should be released to the public by reviewing all open records requests. Acts as the department's Public Information Officer (PIO).
- Identifies employee training needs and implements steps to ensure those needs are met. Evaluate available training programs, locates instructors and provides instruction.
- Directs and supervises the Field Training Program. Planning, developing, implementing and evaluating the training program.
- Identify grant opportunities, prepare and coordinate grant applications.
- Coordinates awards recommendation policy.
- Confers daily with the Chief of Police, Sergeant(s) and Investigators regarding department and personnel needs, daily activities and plans of action.
- Analyze and review the use of department vehicles and fleet maintenance to minimize costs and maximize efficient use.
- Makes presentations, attends meetings and otherwise engages in public relations activities as directed by the Chief of Police.
- Make recommendations of effective methods for providing police services to the City of Altoona.
- May be assigned special projects requiring research of various topics and prepares reports and recommendations to the Chief of Police.
- May be assigned special operational duties, including conducting duties of a Police Officer, actively involved in incident investigations, assisting Investigators as needed.
- Assist the Chief of Police in conducting staff meetings, review of operations and developing solutions to agency issues.
- Responsible for seeing that all Patrol Officers meet training requirements set by the State of Wisconsin Training and Standards.

- Investigation of any Officer related accidents; gathering of evidence in regards to any type of traffic or criminal matter, ensuring proper preservation.
- Conducts investigations of alleged violations of the department rules, regulations and codes of conduct. Assures proper and accurate documentation and disposition of such actions.
- Other duties as assigned.
- Some work may be required on some weekends, holidays and evenings.

Supervisory Requirements

- Patrol Sergeant(s)
- Investigators
- Police Officers
- Civilian Personnel

Education and/or Experience Requirements

- Associate degree of sixty (60) college credits required. Undergraduate degree from an accredited college in criminal justice or related field is preferred.
- Must possess five (5) years of progressive responsible law enforcement experience.

Licenses, Certifications, etc.

- Must be certified by the Wisconsin Law Enforcement Standards Board.
- Must possess a valid Wisconsin driver's license upon appointment and maintain during the course of employment.
- Must obtain the necessary first aid and CPR certifications within one (1) year of employment and maintain certification throughout employment.

Knowledge, Skills and Abilities

- Ability to communicate effectively, with the public, other officers and staff
- Knowledge of the geography of the City of Altoona and of the criminal hazard locations is required.
- Knowledge of work rules and regulations related to Police Department operations and activities.
- Knowledge of department policies and procedures along with labor contract provisions is required.
- Knowledge of personal computer operations, software, records management, TraCCs, etc.
- Ability to use police equipment and other safety devices is required.
- Knowledge of traffic, criminal and civil laws is required.
- Knowledge of legal procedures and practices is required.
- Knowledge of investigative techniques is required.
- Knowledge of court procedures.
- Must be able to render credible testimony in a court of law.
- Conceptual knowledge of the principals of administration, budget, planning and personnel management techniques is required.

- Conceptual knowledge of leadership and administrative skills including decision making, setting goals and setting priorities is required.
- Ability to foster cooperation and team work among subordinates is required.
- Ability to identify, analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations is required.
- Proactive/participative management style is required.
- Ability establish and maintain effective working relationships with diverse populations, including City elected and appointed officials, civic groups, news media and the general public is required.
- Must keep physically fit.

Physical Demands

- Moderate work
 - Exerting 76-100 pounds, seldom
 - Exerting 31-75 pounds, occasionally
 - Exerting 0-30 pounds, frequently
- Requires
 - Walking, standing and/or sitting to a significant degree
 - Running, occasionally

Environmental Conditions

- Inside: protection from weather conditions, but not necessarily from temperature changes. Inside work is sixty-five percent (65%) of time (includes time spent in a police vehicle) and outside work thirty-five percent (35%) of the time.
- Occasionally exposed to hazards or risk of bodily injury.
- Occasionally exposed to heat and cold extremes and temperature changes.
- Seldom exposed to loud noises; occasionally exposed to moderate noise.
- Occasionally exposed to vibration, toxic conditions, odors, dust and poor ventilation.
- Personal hazards of working with non-cooperative public exposure to infectious diseases.