

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>21.5 Job Specifications - Lieutenant</b>			
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## POLICE LIEUTENANT

### I. CHARACTERISTICS OF THE CLASS

Under the direction of a Captain, the Lieutenant is responsible for planning, scheduling, and coordinating the activities of a designated division. Incumbents supervise and/or manage subordinate supervisors, officers, and civilians on field and staff operations. Duties may also include an element of personal danger and exposure to adverse weather conditions, while overseeing that departmental rules and regulations are adhered to in law enforcement. The incumbent also utilizes a wide scope of independent judgement. Performs other work as requested or assigned.

### II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

- A. Authorizes overtime, leave, and training requests; prepares work schedules within the division; establishes and evaluates goals and objectives; directs and focuses staffing.
- B. Trains and develops subordinate supervisors.
- C. Evaluates subordinate supervisor and completes performance appraisals; reviews subordinate supervisor appraisals of officers and staff personnel in that division.
- D. Establishes guidelines for the subordinate supervisors on inspection of facilities, equipment and personnel; establishes protocol guidelines; oversees that a proper inventory control in the unit is maintained; sets short-term objectives and goals in the division.
- E. Identifies operational and administrative deficiencies and recommends changes; makes recommendation to upper management concerning a wide range of policy and procedure issues for a more efficient operation.
- F. Responds to citizen's complaints regarding subordinate supervisors or complaints of general service on goals/objectives; ensures that the subordinate supervisor properly investigates all complaints against officers and services offered by the department; investigates internal affairs complaints as needed.
- G. Maintains liaison between administration and operations.
- H. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.

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- I. Responds to serious or complex incidents; monitors action of the officers; authorizes request for specialized units to be called to a scene; assists in investigations, interviews and interrogations.
- J. Reports immediately to upper level management incidents of serious importance or concern.
- K. Provides for the correct and timely completion of all administrative matters concerning members under command; completes written reports concerning daily activities, division requests, and various projects.
- L. Ensures that the unit properly coordinates its activities with other units and agencies.
- M. Prepares written reports, forms, and other paperwork as required; submits a reports of all unusual/serious incidents.
- N. Assist with preparation of the divisional budget in both the planning and implementation stages; monitors project implementation for budget control; identifies need for manpower and other resources.
- O. Performs the work of subordinate supervisors and employees if and when required.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

### III. REQUIREMENTS

#### A. Training and Experience

- 1. Seven (7) years experience in law enforcement with a minimum of two (2) years experience as a Sergeant or seven (7) years experience as a detective within the Kenosha Police Department.

#### B. Knowledge, Abilities, and Skills

- 1. Knowledge of the principles, practices, and techniques of modern law enforcement.
- 2. Knowledge of the methods, practices, and technical equipment used in crime and accident investigation.
- 3. Knowledge of demographics and geography of city.
- 4. Knowledge of modern management procedures and methods.
- 5. Knowledge of federal, state and local laws and ordinances.
- 6. Ability to act effectively in crisis situations.
- 7. Ability to analyze data and make decisions.
- 8. Knowledge of principles and practices of training and development.

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9. Ability to plan and coordinate police activities in a manner conducive with full performance and high morale.
  10. Ability to establish and maintain effective working relationships with other city departments, public agencies, news media, superiors, subordinates, and the general public.
  11. Ability to work shift schedules.
  12. Ability to learn and adapt to changing technologies and practices.
  13. Ability to exercise discretion.
  14. Ability to communicate effectively, orally and in writing.
  15. Skill in directing and managing complex law enforcement programs.
  16. Skill in the use of firearms and other police weapons.
- C. Physical Requirements:
1. Perform all the duties of a Police Officer and assigned tasks.
  2. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.
- D. Environmental Requirements
1. Task may require infrequent exposure to adverse environmental conditions.
- E. Sensory Requirements:
1. Task requires color perception and discrimination without impairment. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires sound perception and discrimination. Task requires visual perception and discrimination in each eye correctable to 20/20. Task requires oral communications ability.
- F. Possession of a valid driver's license and a good driving record.

FLSA Status: Exempt

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