


# JOB DESCRIPTION

## Lieutenant

Date of Last Revision: May, 2021

 <b>WESTERLY</b> Rhode Island	<b>DEPARTMENT</b>	Police		
	<b>REPORTS TO</b>	Police Chief or Designee		
	<b>FLSA STATUS</b>	Non-Exempt; Full-Time		
	<b>POSITION TYPE</b>	Union	<b>PAY GRADE</b>	

### POSITION OVERVIEW

Under the general direction of the Police Chief or designee, the Lieutenant is responsible for assisting in the supervision and direction of police officers. Work is reviewed through reports, discussions and observation of results.

### ESSENTIAL JOB FUNCTIONS

- Closely supervises the activities of subordinates, making corrections where necessary and commanding where appropriate.
- Preparation of required correspondence, reports and maintenance of records as required.
- Submit daily activity sheet at the end of shift; review and initial all written reports during tour of duty and relay any pertinent information to the Lieutenant or designee.
- Provide on the job training as needed for efficient operation and coordination of effort.
- Exercises direct command in a manner that assures the good order, conduct, discipline, and efficiency of subordinates. Exercise of command may extend to subordinates outside the usual spheres of supervision if the police objective or reputation of the department so requires or if no other provision is made for personnel temporarily unsupervised.
- Enforces departmental directives and rules and regulations, and in general requiring compliance with all department policies and procedures, general, special and personnel orders and memos.
- Inspects activities, personnel and equipment under the Lieutenant's supervision and initiation of suitable action in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
- Responds to calls of serious emergencies, crimes in progress, assaults, and others unless actively engaged in a more serious police matter.
- Observes the conduct assigned personnel and take remedial action and active charge where necessary to maintain the efficiency, effectiveness, discipline or integrity of the department.
- Attends all meetings as requested/required by the Chief of Police.
- Makes frequent inspections of the Town at regular times, noting all violations of law and ordinances and conditions requiring police attention and taking any steps as are necessary to correct the irregularities, including traffic enforcement.
- Sees to it that all complaints and requests for service anywhere in the Town are promptly and properly investigated and that appropriate action is taken.

### ADDITIONAL JOB FUNCTIONS

- Assists in departmental training activities.
- Other duties and projects as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*For successful performance in this position, the incumbent will need to demonstrate the following:*

#### **KNOWLEDGE of:**

- Principles, practices, and methods of modern police administration and operations.
- Law enforcement and public safety procedures and techniques.
- Written directives and applicable Federal and State statutes and Town ordinances.
- The geography of the Town, including landmarks, traffic arteries, and socio-economic characteristics of the area.
- Criminal investigation procedures, practices, techniques, and activities.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

**SKILLS *in:***

- The use of firearms and such other regular and special equipment as assigned.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with others.

**ABILITY *to:***

- Keep informed of any changes to Local, State, and Federal law, and familiarity with all departmental policies and procedures.
- Write accurate reports, proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.
- Tolerate stress in multitude of forms and maintain a balanced perspective.
- Operate a motorized vehicle in non-emergency and emergency situations.
- Demonstrate good service skills with the ability to problem solve.
- Utilize a computer and department software.
- Handle confidential material and information in an ethical and professional manner.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports.
- Work hours beyond the regularly scheduled work day when needed and pre-approved

**MINIMUM POSITION REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- High School Diploma or GED Equivalent.
- Minimum of three (3) years supervisory experience.

**LICENSES AND CERTIFICATIONS**

- A valid driver's license.
- Rhode Island Police Officer Certification.

**ENVIRONMENTAL AND PHYSICAL DEMANDS**

**ENVIRONMENTAL DEMANDS *including:***

- Routine exposure to extreme weather conditions (sometimes for prolonged periods of time), including but not limited, to extreme heat or cold, high humidity, rain, snow, and high winds.
- Exposure to personal danger, including but not limited to armed and/or dangerous persons/animals; persons and/or articles contaminated with communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, and other similar dangers or hazards.
- Noise level in the work environment may be quiet or loud.
- Exposure to stressful situations.

**PHYSICAL DEMANDS *including:***

- Walking, standing or sitting (particularly when driving) for lengthy periods of time.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard, and to operate police equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Physical strength, mobility and dexterity sufficient to handle and operate firearms, subdue resisting individuals, force entry into buildings, and drag, push, pull, carry or move injured persons.
- Running, climbing, jumping, crawling, etc.
- Ability to occasionally lift and/or move up to fifty (50) pounds.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*