

**DODGEVILLE POLICE DEPARTMENT
JOB DESCRIPTION**

POLICE LIEUTENANT

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

The Police Lieutenant is a Senior Command Officer, holding the permanent rank of Lieutenant, and is a member of the management team of the Police Department. Lieutenants are responsible for the protection of lives and property in the City of Dodgeville through the supervision of all police department functions. Police Lieutenant holds a position in accordance with the provisions of Wisconsin State Statute 62.13 and functions in accordance with general policies established by the Chief of Police.

EXAMPLES OF WORK PERFORMED:

1. Serves as a member of the management team to enhance the overall effectiveness and efficiency of the Dodgeville Police Department. Constantly examines and evaluates the procedures, policies, and overall performance of all employees of the department.
2. Identifies any deficiencies, weaknesses, or inadequacies in operations, develops plans within the structure of the management team, and implements remedial measures, including training to correct those deficiencies. Assists in the preparation and administration of the department budget.
3. Supervises records and controls operating budget purchases.
4. Assists the Chief of Police in evaluating all complaints of misconduct against any police employee and completes internal investigations as directed by the Chief of Police.
5. Assists in establishing and implementing department-wide ethical standards.
6. Evaluates, plans, develops, and provides all remedial, specialized in-service, and advanced training programs for sworn positions and monitors training programs for civilian personnel.
7. Monitors sworn position performance and completes informal evaluations for the positions of Community Resource Officer and Sergeant.
8. Designs, plans, implements, and evaluates community policing programs which include all department community relations and crime prevention programs.
9. Writes, reviews, trains, and administers the policies related to training, personnel, and community policing and traffic standards.
10. Maintains and establishes a working relationship with the Dodgeville business community, members of the Common Council, members of the Police and Fire Commission, the Dodgeville Volunteer Fire Department, the Dodgeville Emergency Medical Service, and such other public bodies or committees that interface with the police department on a regular basis.
11. Performs the duties of subordinate personnel as needed.
12. Carries out all the responsibilities of the Chief of Police in the Chief's absence when assigned and as directed.
13. Plans, directs, oversees, and supervises all criminal investigations.
14. Establishes and leads an investigation team for all major criminal cases especially those involving violent crimes against persons.

15. Establishes a system to ensure accurate and timely dictation, typing, reviewing, filing and follow-up of all cases requiring written reports.
16. Establishes a system to identify record and maintain the in-car video camera videotapes for the required period of time.
17. Reviews all requests for records and releases or denies the records to the requestor in accordance with State Statutes and City Ordinances.
18. Maintains liaison with community groups as identified and approved by the Chief of Police.
19. Plans, coordinates, and maintains the police department property room and designated evidence storage areas. Develops and manages a system designed to ensure an appropriate chain of custody of evidence, disposes of found property, and manages all confiscated property seized by members of the department.
20. Assists in the completion of police officer selection and promotional processes, at the direction of the Police and Fire Commission. This includes advertising, screening applications, setting up the written exams, setting up interviews with the Police and Fire Commission, making appointments for medical exams and psychiatric exams, and completing background checks.
21. Reviews and administers the policies related to investigations, arrests, prisoners, and tactical situations. The policies assigned include but are not limited to the following: Alcohol Enforcement, Arrest, Bomb Threats, Checks, Civil Conflicts, Domestic, Evidence, Hiring, Information Release, Informants, Investigations, Juvenile, Motor Vehicle Inventory, Operating Motor Vehicle While Intoxicated, Parking Enforcement, Property, Prisoner, Search and Seizure, Tactical and such other policies as assigned.
22. Maintains and establishes a relationship with the District Attorney's office, the City Attorney, personnel assigned to investigations from other area criminal justice agencies, the local group home(s), and such other agencies as assigned by the Chief of Police.
23. Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accepted principles and practices of police administration; knowledge of personnel and human resources management; knowledge of collective bargaining and employee relations; software applications and other methods of collating, collecting, and analyzing information; knowledge of community-oriented policing, law enforcement accreditation, strategic planning, and quality improvement; knowledge of internal affairs functions; knowledge of day-to-day police operations and knowledge of subordinate staff duties and responsibilities.

Skill to organize, control and direct the personnel and resources of the department in all aspects especially related to the investigation of criminal offenses. Skill to counsel, guide and lead supervisors and patrol officers in handling various police situations; display outstanding writing skills, with a corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures, memos and other written documents; skill to serve as the primary spokesperson with the news media; must demonstrate excellent problem-solving skills; skill to develop, administer and evaluate the department's various jobs/positions, for task analysis, classification, and job descriptions; and skill to implement and monitor the department's mission and vision.

Ability to administer the collective bargaining grievance procedure; complete evaluations for supervisory officers and business office manager; ability to maintain the department's employee counseling/coaching function; ability to develop, implement and evaluate remedial, specialized, in-service and advanced training programs, ability to take disciplinary action concerning officer/employee conduct; ability to ensure that service delivery is maintained through establishing rules and regulations, policies and procedures, rules of conduct and other written directives; ability to develop policies and procedures, special orders, general orders, memorandums, rules and regulations and other written directives for efficient operation of the department; ability to implement and monitor the department's goals and objectives resulting from strategic planning; ability to display excellent public speaking skills with a corresponding ability to articulate appropriate viewpoints of the department; ability to represent the department to

residents, businesses, social agencies, criminal justice agencies and other groups; ability to direct the preparation of a comprehensive general plan for the emergency preparedness of the City; and the ability to work with technical independence and considerable latitude in the exercise of independent judgment in the management and operation of the department.

Solve practical problems with a variety of variables with limited standardization; interpret instructions. Arithmetic calculations involving fractions, decimals, and percentages.

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations; extensive knowledge of City's geography.

Skill in operation of listed tools and equipment.

Ability to report, write, or edit articles for publication, prepare and deliver lectures; interview, counsel, or advise people; evaluate technical data. Ability to communicate effectively, verbally or in writing, with suppliers/vendors, the general public, community or trade/professional organizations, federal/state governmental or regulatory agencies. Employee will be familiar with details of job to do it reasonably well within 2 years.

TOOLS AND EQUIPMENT USED:

Police car, police radios, handgun, rifle, shotgun, baton, handcuffs, pepper mace, personal computer including a variety of software packages and telephones.

CONFIDENTIAL DATA:

This employee may be exposed to all police records. Confidential data includes all police records. A few examples of these records are as follows: criminal records, requests for services, traffic information; domestic abuse complaints, child abuse complaints, employee personnel files and all written and computerized records. There are legal and internal controls on the release of any information from the Police Department.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the Dodgeville Police and Fire Commission adopted the following physical demands for all sworn police officers: standing, walking, sitting, lifting/carrying (Max. an injured or ill individual), pushing, pulling, pulling hand-over-hand, climbing stairs, stooping, kneeling, repeated bending, crawling, reaching high/low/level, finger movement/repetitive, repetitive twisting or pressure involving wrists or hands, both hands required, both legs required, ability for rapid mental/muscular coordination simultaneously, oral communication - ability to speak clearly in English, hearing/conversation, near/far visual requirements, depth perception, color vision: distinguish basic shades, color vision: distinguish basic colors, operation of a police vehicle.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Criteria established by the Dodgeville Police and Fire Commission.
2. Wisconsin Law Enforcement Standards Board Law Enforcement Certification or ability to obtain.
3. At least Five years of experience in the law enforcement field with at least one year of progressively responsible managerial and supervisory experience in a comparable agency that involved actual and demonstrated managerial, leadership, and supervisory level experiences.
4. At least a two-year Degree from an accredited College.
5. Demonstrated proficiency in the conceptual knowledge of managerial and administrative principles and procedures as it relates to the overall administration of a law enforcement agency.

STATEMENT OF WORKING CONDITIONS:

The work environment characteristics described here 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 essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions, near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. The noise level in the work environment is usually moderate.

POSITION ACCOUNTABILITY:

REPORTS TO: Chief of Police

SUPERVISION EXERCISED: Sworn Police supervisors and all other police employees.

SELECTION GUIDELINES:

The selection process is clearly outlined in the Police and Fire Commission's "Bylaws and Rules of Procedure". The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Chief of Police

Effective Date:04/16/2024