

City of Beloit
Lieutenant of Patrol, Patrol Division

Status: Exempt Position
Department: Police / Operations Division

Range: Lieutenant of Patrol
Revision Date: August 2016

General Summary

This is a law enforcement middle management position involving the overall direction of patrol operations at the shift level on a 24-hour basis. Work involves operational-level decision-making and requires the exercise of independent judgment and the interpretation and application of department policies, state laws and municipal ordinances. The Lieutenant of Patrol is the Shift Commander and responsible to direct and coordinate patrol division personnel to preserve public peace and order, prevent and detect crime, and improve the quality of life for the citizens of Beloit, thru modern day policing techniques, community orientated policing and 21st Century Policing recommendations. The Lieutenant of Patrol through leadership techniques mentors patrol personnel while ensuring proper performance through the enforcement of the rules, regulations, best practices and standard operating procedures of the Department and the laws and ordinances for which the City takes cognizance. During the absence of command staff, the Lieutenant of Patrol assumes operational control of the department. Supervision is exercised directly or through uniform shift sergeant(s).

The Lieutenant of Patrol is a City employee and may be required to perform the essential job functions as Lieutenant of Patrol to aid the City of Beloit in order to provide for continuity of government and support of emergency response personnel to a local emergency, public event, or a declared or proclaimed state of emergency.

Duties and Responsibilities

The duties described below are indicative of what the Patrol Lieutenant might be asked to perform. Other duties may be assigned.

Essential Job Functions

1. Directly supervises Patrol Sergeants and Patrol Officers.
2. Responds to directives from administrative staff and communicates instructions and policies to subordinate personnel. This may involve daily interpreting and application of general policies and procedures.
3. Reviews police reports, evaluates reports against required standards, and maintains knowledge of current of patrol investigations.
4. Allocates appropriate resources to achieve the highest level of officer performance and assists in ensuring the consistency of the department goals and objectives as set by the Chief of Police.
5. Directs police personnel in the prevention of crime, investigation and solution of criminal cases, and apprehension of offenders, thru evaluation of daily and periodic crime data and statistics.
6. Maintains liaison with other agencies and community groups to build trust and legitimacy, through community policing strategies.
7. Participates in the development of strategic department goals. Implements and oversees community policing projects and provides feedback on their results to the Captain of Patrol.
8. Responsible for administrative oversight of departmental operations during critical or serious incidents by ensuring appropriate response of supervisory and officer resources; authorizes requests for specialized units to be called to a scene.
9. Supervises and coordinates the activities of the patrol division on a prescribed shift; manages patrol schedule, authorizes overtime, leave and training requests; prepares work schedules within the department; establishes and evaluates goals and objectives.
10. During hours of duty, conduct prescribed PIO duties, inspect out-going personnel and equipment, communicate all orders and other necessary information, give proper instruction and

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advice, correct any negligence in attire, want of cleanliness and neatness or other improper personal habits, note all absences and report any irregularities to the Captain of Patrol.

11. Assign, monitor and review citizen complaints. Ensure complete and thorough investigation of all complaints and charges of laxity or misconduct in the performance of duty by a member under his/her supervision. Submit written reports of such investigations and inquiries to the Captain of Patrol.

General Job Functions

1. Schedules officer training (in-service, lecture, specialty, range, etc.).
2. Confers with city officials and community groups to discuss community problems and concerns and build trust and legitimacy.
3. Prepares and maintains required reports and statistics.
4. Prepares Sergeant's evaluations to ensure the performance objectives are met.
5. Informs supervisors of problems or issues. Receives input, and proposes solutions.
6. Maintains labor relations and enforces agreements.
7. Receives, prepares, and communicates instructions and policies to subordinates as necessary.
8. Receives, investigates, forwards, and/or appropriately deals with citizen complaints.
9. Maintains good working relationships with other local, State, Federal, or other law enforcement related agencies.
10. Participate in command staff meetings as a member of the management team.

Reporting Relationship

Reports to the Captain of Patrol, but expected to function independently, without the presence of a supervisor, and to exercise judgment and discretion in supervising within the rules and procedures of the Department, as well as orders given by the Captain of Patrol/Commanding Officer.

Knowledge, Skills, and Abilities Required

1. Knowledge of modern police methods, community policing strategies, 21st Century Policing Pillars and recommendations, best practices, and police administration.
2. Knowledge of the police department policies and applicable federal, state, and local laws and ordinances.
3. Knowledge of police supervision, organization, and administration.
4. Knowledge of the geography, streets, and important locations in the City of Beloit.
5. Knowledge of Beloit Police Department resources, authority, and responsibility of the department.
6. Ability to analyze complex tactical and technical problems objectively and determine proper courses of action to be taken.
7. Ability to plan, organize, and direct the work of subordinates and to advise, instruct and train personnel.
8. Ability to write and speak effectively.
9. Ability to understand and follow oral and written instructions.
10. Ability to deal firmly, courteously, and fairly with subordinates, superiors, and the public, and to establish effective working relations with the public.

Training and Experience

1. Three years of service as a Police Sergeant, in the Beloit Police Department or held a similar rank or responsibilities with another law enforcement agency.

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2. Certified as a law enforcement officer for the State of Wisconsin, pursuant to s. 165.85, Wis. Stats., **OR** certifiable as a law enforcement officer in Wisconsin pursuant to Wisconsin Administrative Code LES 3.05.
3. Successful completion of all appropriate written exams and/or assessment center
 - a. activities.
4. Possess a valid Driver's License at time of application.
5. Bachelor's Degree in Criminal Justice or related field preferred, but not required.

Physical & Working Environment

The physical demands and work environment described is 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.

1. The duties of this job include physical activities such as kneeling, crouching, crawling, reaching, standing, walking, lifting (up to 25 lbs.), grasping, talking, hearing/listening, seeing/observing, typing and occasional repetitive motions.
2. Involves continuous physical risks and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.
3. This position deals with confidential and sometimes unpleasant information gathering.

Work hours are Monday – Friday 1st, 2nd or 3rd shift. Subject to call in as required for the good of service.

DISCLAIMER

In an effort to provide for continuity of government under Chapter 323 of the Wisconsin Statutes and section 1.11 of the City of Beloit Code of General Ordinances, this position may be required to provide support for the City of Beloit Emergency Operation Center or other city department during declared states of emergency. This may require an altered work schedule or duties during the declared emergency.

The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Name	Department Head	Date
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Name	Director of Human Resources	Date
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