

POLICE LIEUTENANT

DEFINITION

Under general supervision, to plan, direct and coordinate the law enforcement activities of the Town; to provide highly responsible and technical staff assistance to the Chief of Police.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Chief of Police.

Responsibilities include direct supervision of professional, technical and clerical personnel in the Police Department.

EXAMPLES OF DUTIES

- Plans, directs and coordinates the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Helps establish procedures and directs compliance with procedures.
- Evaluates the performance of personnel and directs the training.
- Evaluates personnel and equipment needs and submits annual budget requests.
- Coordinates activities of the department with other law enforcement agencies.
- Investigates citizen complaints against department personnel and recommends appropriate action.
- Reviews crime reports and directs the investigation of crimes.
- Confers with the Chief of Police and other members of Staff on general departmental policies.
- Acts for the Chief during his/her absence or at his/her direction.
- Performs related duties as assigned.

TOWN OF TIBURON	Page 2
Lieutenant	
(Continued)	

QUALIFICATIONS

Knowledge of:

- Modern principles, practices and techniques of police administration, organization and operation.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Laws, ordinances and regulations affecting the work of the Department.
- Principles of budgeting.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Plan, direct, supervise and coordinate the work of the Police Department.
- Develop and administer sound departmental policies.
- Properly interpret and make decisions in accordance with laws, regulations and policies.

Experience and Education

Five (5) years of police work, at least one (1) year of which must be of increasingly responsible supervisory experience.

Equivalent to an Associates of Arts degree from an accredited college with major work in public administration, police administration or a closely related field, a Bachelors degree is highly desirable.