

## **CITY OF WALLER JOB DESCRIPTION**

Job Title: Lieutenant

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Non-Exempt

Reports To: Chief of Police

Department: Police

Date: March 2023

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### **JOB SUMMARY**

The Lieutenant of the Police Department assists in the administration, operation, and supervision of the Police Department, to include supervising the patrol division and assisting in the planning, directing, and coordinating of activities in the Police Department.

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### **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what the Lieutenant may be asked to perform, other duties may be assigned:

- Supervises sworn officers assigned to the patrol division; ensures the scheduling of duty assignments to ensure minimum staffing and appropriate coverage; monitors officers at work to ensure operations are conducted in accordance with departmental policies; ensures officers have properly trained; reviews and evaluates officer performance; approves all leave requests of their assigned officers.
- Assists the Chief of Police in developing long-range goals and objectives; ensures goals and objectives are met; maintains a comprehensive knowledge of department rules, regulations, policies, and procedures to ensure assigned personnel comply; interprets same for subordinates when necessary.
- Ensures subordinate personnel is fit for duty; instructs and advises personnel in their work and in practices and procedures to be followed; implements disciplinary action as needed by the Chief of Police.
- Performs public relations duties; represents the department at meetings and other functions; speaks on a variety of law enforcement topics to the civic, neighborhood, places of worship, and school groups and at professional meetings and conferences.
- Assists the Chief of Police in preparing and implementing policy and procedure changes when necessary to improve the efficiency and operation of the division.
- Evaluates employee performance; review daily incident reports to evaluate officers' performance and determine crime trends; and develops strategies for dealing with specific crime problems.
- Receives and responds to complaints from the public regarding services, operations, and policies of the department.

- Establishes lines of communication within the department, outside departments, and agencies as required to maintain an effective working relationship to better serve the community.
- Supervises the preparation and ensures the accuracy and completeness of daily, special, and periodic reports.
- Prepares budget requests and monitors budget expenditures throughout the year.
- Maintains Patrol Division's Fleet to include routine preventive maintenance and ensures a state of readiness on all assigned vehicles.
- Maintains supplies for Patrol Division to ensure staff has proper supplies for a state of readiness.
- Receives requests, ensure officers have proper uniforms and duty gear and maintains budget expenditures throughout the year.
- Performs other related duties as required.
- Establishes training protocols to include roll call, in-service, and annual qualifications on equipment.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

- Principles and best practices in law enforcement, community policing, and crime prevention.
- Modern management philosophies, trends, methods, and procedures.
- Research /analysis methods, survey techniques, and statistical /financial analysis methods.
- The criminal justice system and procedures and criminal law.
- Civil rights issues, vicarious liability, personnel action processes, and open records statutes.

### **EDUCATION AND/OR EXPERIENCE**

- Ten years of law enforcement experience as a full-time police officer in the state of Texas.
- Four years of progressive supervisory experience as a Sergeant or above.
- Minimum of an Advanced TCOLE classification.
- Applicable valid Texas motor vehicle operator's license.

- Graduate from LEMIT, ILEA, or other recognized law enforcement management training institution, or have a bachelor's degree from a college or university with four years of experience; or an equivalent combination of education and experience.
- No disciplinary action above a verbal reprimand within the past year; minor written reprimands may be considered on a case-by-case basis by the chief of police. No pending internal complaints.

## **SKILLS AND ABILITIES**

- Ability in communicating conceptual or informative ideas to others in written and oral form  
and positively influencing opinions, attitudes, or judgments.
- Ability to make independent judgments.
- Ability in determining the training needs of subordinate employees and in developing and  
implementing training activities to meet these needs.
- Ability in setting clear performance standards for and motivating subordinate employees.
- Ability in developing alternative solutions to problems, evaluating a course of action, and  
reaching appropriate recommendations for decision making.
- Ability in analyzing statistical information.
- Ability in determining appropriate expenditures for budgeted funds to meet departmental  
and bureau objectives and goals.
- Ability in analyzing and evaluating major programs, policies, procedures, services, and facilities in order to develop recommendations for improvements.
- Ability in communicating with other city employees and the public through oral and written.

## **LANGUAGE SKILLS**

Ability to communicate effectively with elected officials, staff, and the public.

Ability to communicate effectively in both written and verbal form.

## **ANALYTICAL SKILLS**

Ability to calculate basic mathematical calculations without aid of a calculator.

## **REASONING ABILITY**

Ability to define problems and deal with a variety of situations.

Ability to think quickly, maintains self-control, and adapts to stressful situations.

Ability to use good judgement and effectively solve problems.  
Ability to plan work and establish priorities.

### **PHYSICAL ENVIRONMENT**

The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, running, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, running, and repetitive motions.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.

This job is requiring police work out in the field such as apprehending potentially dangerous criminals and making arrest.

Must be able to lift up to 100 pounds occasionally and 25-50 pounds frequently.

### **WORK ENVIRONMENT**

The work environment may include some or all of the following:

Repetitive activities.

High volume workdays.

Noise distractions (telephone calls, equipment, conversations with customers, etc).

Unpleasant social situations (dealing with upset or irate individuals).

Adverse weather conditions, heat, cold, wet, unsanitary, potential exposure to infectious diseases.

Exposure to dangerous situations and people.