

POSITION DESCRIPTION**P-3****Town of Needham****Police Lieutenant****3/2017**

Duties:

Under general direction of Chief of Police, plan and direct the day shift daily operation of the Town Police Department, providing law enforcement, protection of property and life, crime prevention, traffic control and safety, obtaining evidence and apprehending those suspected of violation of the law. Act for Chief of Police in his absence.

Organize and assign duties to ensure appropriate coverage of department functions and activities and assist in the administration of the department as directed by the Chief.

Keep abreast of the law and all applicable changes in department rules, local, state, and federal laws and regulations that effect police operations, as well as the civil rights of community personnel. Assist in the communications process to provide this information to other department members.

Ensure training program for police officers is maintained on a continual basis, including criminal law and procedures, self defense, weapons usage, CPR, etc.

Provide liaison with auxiliary police, including their training. Maintain discipline and morale within the Department. Submit written reports in all cases of infractions by members or where conduct has not improved after warnings. Investigate personnel complaints, as requested by the Chief.

Maintain quarters, equipment, supplies, and material in good condition. Assist in the daily administration of department, including attendance, overtime, time off, etc.; budgeting; and complaints, questions, and problems initiated by townspeople, department heads, union, and handle other internal affairs. Perform miscellaneous related duties as required.

Basic Knowledge:

Work requires broad knowledge of public administration with basic police training, administration, constitutional law, and law enforcement, equivalent to four years of college.

Experience:

Duties require five to seven years of related experience with progressive responsibility.

Independent Action:

Incumbent works independently, referring only questions of policy to supervisor.

Supervisory Responsibility:

Responsible for 12 full and part-time employees, acts for supervisor in his/her absence.

Physical and Environmental Standards:

Governed by Massachusetts General Laws.

