

LIEUTENANT

FUNCTION OF THE JOB

Under direction, to perform work involving the direct supervision of employees performing law enforcement related duties, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assigns, directs, coordinates and evaluates the work of employees on one or more shifts of the Waukesha County Sheriff's Department Metro Drug Unit, Detective Bureau, Patrol Division and Process/Court Services.
2. Oversees one or more specialty units or functions such as Tactical Enforcement Unit, Canine Unit, Boat/Snowmobile Patrol, Search and Recovery, Field Training Program, Accident Reconstruction, Fleet or Radio Services.
3. Prepares employee work schedules to ensure adequate levels of service; considers scheduled and unscheduled time off, incident rates, overtime and any special requirements of the shifts when determining staffing.
4. Assumes responsibility for overall supervision of shift in the Captain's absence, including performing daily administrative duties.
5. Manages substation operations in accordance with police service contracts between city, village or town and the Sheriff's Department.
6. Acts as the Department's liaison with city/village/town leaders, department heads and community groups regarding direction and level of service to be provided in accordance with agreed-upon contracts.
7. Applies for grants to support strategic plan initiatives and administers activity for contract-specific enforcement.
8. Acts as a liaison for the Sheriff by serving on committees and boards, making presentations, addressing and resolving community concerns, and acting as a resource to local governmental units and the public.
9. Performs internal investigations to resolve citizen complaints.
10. Ensures federal, state and local statutes, laws, ordinances, codes, rules and regulations, and the policies and procedures of Waukesha County and the Sheriff's Department are enforced at all times; imposes or recommends disciplinary action for any infractions.
11. Receives complaints or reports of emergencies, determines need for police action, and directs and assists subordinates in handling problems.
12. Makes inspections of equipment or investigations of work areas and work performance to ensure compliance with laws, rules and regulations, and Department policy and procedures; institutes or recommends changes necessary for proper and efficient operation.
13. Develops and provides training, mentoring and guidance to employees through group instructional sessions, on an individual basis or following action reports.
14. Makes arrests, takes reports, conducts investigations and may appear in court as needed.
15. Assists in developing and monitoring the budget by making recommendations concerning manpower, equipment purchases and training needs; implements the budget for specialty units.
16. May participate in interviews of applicants for positions in the Department, evaluates the potential of each applicant and recommends selections for approval.
17. Maintains accurate records; prepares and presents detailed oral and written reports as required.
18. Prepares and presents information to the media.
19. Establishes and maintains effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

20. Maintains a level of fitness to pass the Department's annual Physical Ability Test (PAT) which simulates important physical abilities necessary to perform the duties of the position (applicable to individuals hired on or after January 1, 2008).
21. Ensures truthfulness at all times and provides credible testimony.
22. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of federal, state and local statutes, laws, ordinances, codes, rules and regulations, and the policies and procedures of Waukesha County and of the Sheriff's Department.
2. Comprehensive knowledge of modern police principles, methods and practices used in the apprehension of criminals and the prevention and investigation of crime, including budgeting, planning and program evaluation.
3. Considerable knowledge of the principles and practices of police administration and management.
4. Considerable knowledge of one or more specialty units or functions such as Tactical Enforcement Unit, Snowmobile/Boat Patrol, Search and Recovery, Field Training, Accident Reconstruction, Fleet, Radio Services, Metro Drug Unit, Detective Bureau, Patrol Division, Process/Court Services and Canine Unit.
5. Considerable knowledge of occupational hazards and safe work practices.
6. Working knowledge of the socio-economic conditions of the community and their impact on the public.
7. Working knowledge of office computers and related computerized department software, Internet access, database, spreadsheet and word processing programs, mobile technology and/or other current technology solutions.
8. Ability to utilize word processing, database and spreadsheet programs.
9. Ability to effectively assign, supervise, review and evaluate the work of other employees.
10. Ability to problem solve and anticipate risks associated with actions.
11. Ability to communicate effectively both orally and in writing.
12. Ability to direct the operation of one or more shifts of the Department.
13. Ability to interpret and apply rules, regulations, laws, policies and directives.
14. Ability to instruct and advise subordinates in all pertinent phases of law enforcement and police procedures.
15. Ability to conduct special studies, keep accurate records and prepare comprehensive reports.
16. Ability to establish and maintain effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.
17. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Sixty (60) credits of post high school education (associate degree level or higher) from an accredited university, college or technical school preferably in criminal justice, police science, business or public administration, or the social sciences.
3. Four (4) years of law enforcement work experience.