

CITY OF BROOKSHIRE JOB DESCRIPTION

Job Title: Lieutenant of Police

Department: Police Department

Supervisor: Captain

Supervises: Sergeants and Officers

Job Summary: Responsible for activities of assigned Division(s) to ensure efficient operation and to provide assistance to other agencies. Ensures compliance with state and federal laws. Participates in planning of programs, policies or objectives for own work group and department.

Essential Duties and Responsibilities:

- May be assigned duties in Patrol Division, Internal Affairs, Criminal Investigations Division, Support Services, Narcotics Task Force, Property & Evidence.
- Directs staff and manages overall activities of division to ensure trained personnel are available to enforce federal, state and local laws.
- Administers personnel in a manner that provides the highest degree of public safety, protection and awareness.
- Meets with subordinates to update events, special notices, policies, case law, criminal law, criminal procedures and/or assignments.
- Manages daily operation of division(s); responds to inquiries from other divisions, agencies and the public.
- Assists and/or instructs other employees with their duties; assigns and plans work of others; acts on employee problems.
- Provides instruction as required to Sergeants, Investigators and other divisions.
- Assists in interviewing and interrogating witnesses and/or suspects.
- Testifies in court proceeding as needed.
- Assists in budget preparation; tracks or monitors budget expenditures; approves budget expenditures for division.

- Ensures evidence from crime scene is collected, stored and processed in a manner of high professional and legal standards.
- Establishes standards, expectations and/or priorities and ensures that established standards are met.
- Assigns duties and plans work of others; assists employees with their work; reviews work of others and conducts performance appraisals.
- Ensure active warrants on are executed and suspect(s) presented for prosecution.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by supervisor(s) or city administrator.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MIMIMUM JOB REQUIREMENTS:

Must have a High School Diploma/GED and Advanced TCOLE Certification. Must have a valid Texas driver's license and maintain a satisfactory driving record. Firearm proficiency. On call 24/7.

PREFERRED QUALIFICATIONS:

Bachelor's Degree or higher in Criminal Justice, Criminology, Public Administration or related field. Have Master TCOLE Certification. 5-7 years of Law Enforcement experience with three years supervisory capacity.

Skills and Abilities:

Strong computer, verbal and written communication, and organizational skills. Strong interpersonal skills and ability to deal effectively with the public, other employees and elected officials. Ability to complete assigned tasks within tight deadlines and ability to prioritize own work.

Essential Behavioral Expectations:

Assumes a leadership role within the division and acts as a resource for subordinates. Takes initiative and assumes appropriate responsibility. Actively promotes teamwork the accurate and timely sharing of information and solving problems. City employees are expected to use professional courtesy, discretion and sound judgment when engaging any contact with co-workers, customers, vendors, visitors and/or other city employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining

confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Contacts:

Daily contact with co-workers, department employees, and the public in writing, in person and/or on the telephone to provide service and/or information; frequent contact with employees in other departments in person or on the telephone to provide service and/or information and to exchange routine information; occasional contact with regulatory agencies in person or on the telephone to exchange routine information.

Supervision Required:

Works under broadly defined guidelines; uses independent judgment to determine standards to apply or adjust.

Physical Demands:

Daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands or arms, sitting, talking and listening; occasional lifting of objects up to 30 pounds, climbing or balancing, standing and walking; frequent stooping, kneeling, crouching or crawling; close vision and the ability to adjust focus.

Work Environment:

Work is performed primarily in a climate-controlled private office and open to office traffic. Work is performed in a vehicle, away from the office, more than 20% of the time. Job requires exposure to weather conditions. Worker is subject to physical hazards from traffic and subject to physical harm as the result of confrontation and/or use of deadly force and possible exposure to serious hazard and infection from exposure to communicable disease. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.