

**TOWN OF LADY LAKE
JOB DESCRIPTION**

JOB TITLE: POLICE LIEUTENANT

PAY GRADE: 118

DEPARTMENT: POLICE

DIRECT REPORT: DEPUTY CHIEF OF POLICE

CLASSIFICATION: EXEMPT

STATUS: FULL-TIME

GENERAL DESCRIPTION:

Responsible for supervisory, administrative operational police work in developing, formulating and implementing departmental programs within the patrol division of the department.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the day-to-day operations of the patrol and/or investigations division such as road patrol functions, interacts with records and communications sections of the department, and various administrative functions as determined by the Chief of Police.
2. Assist in formulating standard operating procedures manual and revision of departmental policies.
3. Assists in the preparation of the budget for expenditures and equipment.
4. Responsible for departmental inventory control process for subordinates assigned to patrol division, personnel administration, special project management and interpretation of ordinances, statutes, rules and policies.
5. Assists superiors with goals and objectives, planning, policy and procedures development, assignments and schedules; acts for superiors in their absence.
6. Assists, assigns and supervises employees in the division to which assigned.
7. Enforces Department Rules and Regulations through supervision of personnel and the overall operation of the department.
8. Explains and interprets general and special orders. Receives, reviews and approves all department reports to be sent to the Chief.
9. Conducts regular evaluations of personnel. Maintains discipline by inspection, evaluation, counseling and enforcement of rules and regulations. Has authority to issue disciplinary action as directed by the Town and Department Manual.
10. Represents the department at public or civic meetings as assigned.
11. Responds to and coordinates major incidents and/or disturbances.
12. Investigates complaints of an internal nature.

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ESSENTIAL JOB FUNCTIONS CONTINUED:

13. Coordinates with the Chief, Deputy Chief and administrative support staff.
14. Performs all duties of a police officer as needed.
15. Counsels and advises subordinate employees within the patrol division relative to the more complex and technical problems of police work.
16. Encourages and recommends training and personal development needs of subordinate employees within the patrol division.
17. Reviews and analyzes operating effectiveness of patrol division and recommends changes in methods and procedures to improve efficiency.
18. Effects cooperation with other departmental units and with other law enforcement agencies.
19. Assists the Chief in developing and maintaining community liaison and community relations programs.
20. Assist in the department's hiring selection process.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of police supervisory concepts and practices, modern police methods and procedures.
- Knowledge of the rules and regulations of the department.
- Knowledge of Federal, State, municipal and controlling court decisions.
- Knowledge of the physical and social characteristics of the Town.
- Ability to plan, assign, instruct, supervise and evaluate the work of patrol operations division and volunteers.
- Ability to analyze situations quickly and objectively determines proper action to be taken.
- Ability to deal courteously and fairly with the public.
- Ability to write, read and speak effectively.
- Skill in the care and use of firearms.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferred or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the Town.
- Graduation from FBI NA or Southern Police Institute Command Officers Development Course preferred
- Minimum of ten (10) years of continuous experience in law enforcement.
- Minimum of five (5) years in a law enforcement command level position with a municipal police agency.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Florida Law Enforcement Certification.
- Valid Florida Driver's License and clean driving record.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to operate a personal computer.
- Lift (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying.
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life-threatening situations.
- Ability to communicate orally and in writing.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Depth perception.
- Distinguish colors.
- Standing for extended periods of time.
- Reaching, climbing, pulling, pushing, walking, crawling, kneeling, bending, smelling, stooping, jumping and running.
- Driving a patrol vehicle, possibly at high speeds.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- Works outside in varying weather conditions.
- Slippery surfaces.
- Uneven surfaces.
- In or with moving objects or vehicles.
- Heights.
- Poor lighting.
- In hazardous and stressful conditions.

[Reasonable accommodation will be made for otherwise qualified individuals with a disability.]