



## City of Milford Police Lieutenant Pay Grade: 12

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** At least 10 (ten) years of law enforcement experience as well as 2 (two) years' experience in the rank of Sergeant or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.

NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300, ICS-400, FEMA IS-700 and FEMA IS-800 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Subject to random drug and alcohol testing in accordance with City policy.

**Minimum Education Requirements:** Minimum of HS Diploma or GED in or the equivalent combination of education and equivalent work experience. Preferred Bachelor's degree with major course work in the field of criminal justice, business administration, public administration, communications, or related field.

**Direct Supervisor:** Police Captain and Chief of Police

**Supervisory Responsibility:** Medium Group of sworn/ non-sworn.

**Primary Work Location:** Office Setting

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**Job Summary:** A Police Lieutenant is a sworn mid-level management position, responsible for supervising and leading officers, managing a division(s) and ensuring effective law enforcement operations, while also participating in administrative duties, policy development and ensuring compliance with laws, regulations, and department policies. A lieutenant position may oversee and manage the day-to-day operations in any division such as Operations, Criminal Investigations, Training and Recruitment, Internal Investigations, and/or Communications division. Lieutenants assess the performance of their subordinates, providing feedback and recommending promotions or disciplinary actions as needed. Lieutenants may be responsible for providing professional development opportunities for their staff and shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, thoughtful decision-making, personal accountability and responsibility. A Police Lieutenant can be distinguished from the Police Sergeant rank by the much broader scope of responsibility in terms of supervision, decision-making, involvement in fiscal/policy issues and planning. A Police Lieutenant Rank can be distinguished from Police Captain by the latter's much broader scope of program planning, fiscal policy-making and managerial/administrative responsibility.

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**Supervision Received:** Work is performed under the general supervision of the Police Captain.

**Essential Job Functions:**

The following functions are typical for this position. An employee may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address operational needs and changing law enforcement practices.

**Leadership and Supervision:**

- Must be able to handle a wide range of assignments with relative independence and limited direction.
- Supervision is exercised over subordinate personnel with normal span of control over Police Sergeants, Police Officers, and/or civilian employees.
- Adheres to the highest ethical and professional standards in the enforcement of Federal, State, and City laws/ordinances.
- Directs, plans, coordinates, assigns, schedules and reviews the work of an assigned police operation or program and staff members.



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- Assists the Police Captain in supervising and coordinating the functions of all division activities. Acts in the absence of the Police Captain.

### **Strategic Planning:**

- Identifies crime patterns through various mapping processes and all available analysis tools.
- Charged with bringing new and innovative programming that is in line with the City of Milford Strategic Plan as approved by City Council.
- Participates in weekly meetings conducted by the Chief of Police or his/her designee to review crime trends.
- Reviews and evaluates work methods and procedures for improving divisional performance and meeting goals; ensures that goals are achieved.

### **Policy Development:**

- Reviews, updates, and creates policies that effect assigned division(s) to ensure compliance with department regulations and Union Contractual agreements.
- Participates in the development and implementation of goals, objectives, policies and procedures for an assigned police operation or program

### **Budget Management:**

- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials and supplies; administers and monitors the approved Police Department budget.
- Manages leave requests to ensure shift supervisors are maintaining safe staffing levels, while simultaneously staying within divisional budget.
- Manages Fleet to ensure compliance with required work and inspections of vehicles are completed. While coordinating repair schedule to ensure work conditions are adequately maintained.

### **Training and Development:**

- Coordinates the selection, orientation, training and evaluation of programs for assigned personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; implements discipline procedures; reviews the work of Police Department members to ensure compliance with applicable Federal, State and local laws, codes and regulations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement;
- Reviews new laws and ordinances; participates in training programs to improve professional skills.
- Make sure each officer has minimum of 16 hours of training yearly as required by POST.



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### **Incident Management:**

- Assumes command of police activities at emergencies until relieved by a superior officer; supervises investigations, interviews, and interrogations in the field.
- Works collaboratively with the Chief of the Fire Department, Kent and Sussex County Paramedics, and Milford School District for Emergency Preparedness on all emergency drills and tabletop exercises.
- Over sees the day to day operations of the Special Operations Group (SOG).Reviews incident plans and search warrants for approval to activate SOG.
- Will rotate through the “ON CALL” schedule approximately every four weeks

### **Community Engagement:**

- Maintains and facilitates positive public relations and cooperative working relationships with news media, schools, local organizations and the general public.
- Represents the Police Department before community groups and public agencies.
- Attend various state and local meeting to include but not be limited to city council meeting, Special Law Enforcement Assistance Funds (SLEAF), Office of Highway Safety (OHS) and Statewide Strategic Operations Meetings.

### **Reporting and Documentation:**

- Assign cases and conducts follow-up of status reviews; reviews daily logs and reports submitted by officers.
- Responsible for monitoring and evaluating performance of subordinates is conducted in a timely manner.
- Facilitates patrol function needs with the investigations unit.
- Reviews daily patrol activity reports for all reportable department activities in preparation for weekly COMPSTAT meetings.

### **Internal Investigations:**

- Conducts highly complex or sensitive investigations.
- Conducts investigations of citizen and Department personnel complaints as assigned; mediates concerns between Department personnel and citizens.
- Reviews Body Worn Cameras and Fleet Mobile Video Recorders to ensure subordinates are working in compliance with the Police Department’s mission and Standard Operating Procedures.

### **Compliance:**

- Work is performed in accordance with federal, state, and local laws, as well as departmental policies, procedures, and general orders.
- Evaluates Department training needs and makes recommendations; coordinates, develops, implements and monitors training programs for the Department.



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- Makes periodic uniform inspections of division personnel and facilities.
- Interprets new laws, ordinances, rules and regulations for compliance.
- Handles division level grievance from employees.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**  
An employee in this class must have the following knowledge, skills, and abilities upon application:

### **Knowledge**

- Federal, State and City laws/ordinances
- Department rules and regulations
- Have and embrace best principles, practices and procedures in policing.
- Understand and support 21st Century Policing principles.
- Understand and demonstrate evidence based policing strategies.
- Have an understanding of the most up to date City of Milford Strategic Plan.
- Working with various criminal justice resource systems DELJIS, Crime View Mapping, COGNOS, NCIC, and NBIN.

### **Skills**

- Communication- able to understand written and oral communication.
- Prepares and recommends short-range plans for Police Department programs.
- Skill in dealing with all levels of the Police Department and the City of Milford organizations.
- Capable of using firearms; possession of physical agility and endurance.
- Balanced approach to dealing with stress and time management.
- Demonstrates a mentoring, successful leadership style of training officers.
- Effectively dealing with the public under adverse situations.

### **Abilities**

- Analyze complex police problems and adopt effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Establish and maintain effective work relationships with co-workers, City officials and representatives of private/public entities in the community.
- Multi-task and perform with evolving priorities.
- Maintain confidentiality and oversee sensitive issues with discretion and sound judgment.
- Apply various crime reduction strategies such as COMPSTAT, Stratified Policing Model, and Group Violence Intervention (GVI), etc.
- Working in a fast pace environment where you can analyze and react to emergency situations quickly, calmly, and correctly to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- Creates partnerships with both local, state and federal law enforcement as well as Prosecutors from Delaware Attorney General's Office and United State Attorney's Office of Delaware.



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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
  
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Chief of Police:

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Employee:

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Human Resources Director:

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