



## **Job Description**

Position: Police Lieutenant  
Primary Location: Police Station  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Police Chief  
Description Updated On: October 22, 2021

### **Summary/Objective**

The Lieutenant is responsible for administrative and supervisory work in commanding an assigned staff of police personnel or for performing specialized police work of comparable responsibility such as patrol administration, prosecution, detective investigations, and public relations in accordance with federal and state laws and by-laws, department rules and regulations in the protection of life and property and in the prevention and suppression of crime; the employee is required to perform all similar or related duties. Employee is responsible for the supervision of approximately sixty-one (61) full-time, eleven (11) part-time employees, and twenty (20) volunteer auxiliary police officers.

### **Essential Functions**

- In the absence of the Police Chief and Deputy Police Chief, may assume responsibility for the continuation of command.
- Determines personnel and equipment assignments, reviews progress of investigations and arrests through the case management system and determines disposition requirements.
- Coordinates, directs, or participates in the work of personnel engaged in the investigation of crimes and other offenses against persons or property. Reviews reports ensuring completeness in accordance with department regulations and statutory requirements.
- Records and maintains daily attendance and activity reports for the respective shifts; prepares and submits monthly FBI reports, and various statistical reports.
- Organizes and directs traffic regulatory activities; has thorough knowledge of state laws, federal laws, Supreme Court decisions and Town Ordinances, informing of same to subordinates and the public.
- Prepares or supervises the preparation and maintenance of specialized records for department use such as patrol statistics, budget requirements, schedules, and daily observation logs. Processes applications for pistol permits and Firearms Identification (FID) cards and forwards names of applicants to Board of Probation for review.
- Reviews and/or prepares court documents, including affidavits, complaints, arrest, and search warrants; prosecutes adult and juvenile cases in court, takes complaints, conducts follow-up investigations, responds to court motions and filings, drafts appropriate charges, answers motions and pleadings.
- Recommends and/or provides training, identifies training needs and objectives, receives and discusses with other officers' problems in discipline, assignments, progress of investigations, and report writing; makes suggestions to superiors for improvements in general departmental policies and procedures.

- Supervises felony level investigations including most sex offenses and offenses against children, special operations, and searches; coordinates activities with other law enforcement agencies to facilitate the flow of information concerning criminal activity and the cooperative enforcement of state and federal laws; supervises undercover and surveillance operations.
- Assists Police Chief in conducting research for pro-active patrol in the areas of burglaries, robberies, stolen motor vehicles, roadways, and rapes.
- Coordinates the job application and hiring process for new officers and other department personnel; assists in and approves background investigations, making recommendations to the Chief of Police regarding applicants to be hired.
- Manages the Department Evidence Room, including the return and destruction of evidence, and the delivery, and return of items to the State laboratory.
- Prepares and disseminates written press releases to media.
- Operates and maintains department-issued firearms.
- Prepares applications for several grants and manages the grants including planning, reporting, and budgeting.
- Directs Patrol, Communications, Internal Affairs, Auxiliary Police, and Training Divisions.
- Plans, coordinates, manages, and supervises several projects and large- scale events. Oversees the daily activities of departmental personnel, issuing verbal and written directives; recommends personnel actions to the Chief and Deputy Chief, including promotions, shift assignments or transfers, etc.
- Develops, implements, and distributes copies of Departmental Orders, Policy/Procedures, and Rules/Regulations.

### **Required Qualifications, Education, and Experience**

Bachelor's degree in Law Enforcement/Criminal Justice preferred; minimum of seven (7) years full-time experience as a sworn police officer with a record of progressively responsible law enforcement, operational, and supervisory experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must have a valid motor vehicle license and completion of police recruit academy recognized by the Commonwealth of Massachusetts is required; must be able to carry a firearm in the Commonwealth of Massachusetts.

### **Knowledge, Skills, & Abilities**

- Considerable knowledge of modern police practices, techniques, and methods; thorough knowledge of controlling laws, ordinances, and court decisions, particularly concerning arrest and evidence; thorough knowledge of the geography of the town and the rules and regulations of the department.
- Must be skilled in the use of a firearm and a skilled motor vehicle driver.
- Must possess the ability to:
  - Plan, assign, and supervise the work of subordinates and to command their respect;
  - Obtain information through interview and interrogation;
  - Deal firmly and courteously with the public and subordinates;
  - Analyze situations quickly, objectively, and to determine proper course of action and resources required;
  - Communicate orally and in writing;
  - Develop and maintain effective working relationships with employees, town officials, and the public;
  - Manage multiple tasks and provide clear and concise instructions to subordinates.

### **Physical and Mental Job Requirements**

- Work requires some agility and physical strength, such as standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be a need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the workday.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 40 per week are required.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_