

# Village of Waterville

An Equal Opportunity Employer

## POSITION DESCRIPTION

---

---

**Position Title: Police Lieutenant**

---

---

**Employment Status: Full-time**

**Dept./Div: Police**

**FLSA Status: Non-Exempt**

**Reports To: Chief of Police**

**Supervises: 13**

---

---

### **GENERAL STATEMENT:**

Assists the Chief of Police in the administration, direction and coordination of division activities. Work is performed within accepted police practices and department regulations under the general direction of the Chief of Police. Acts for the Chief of Police during absences where delegated and executes general and special assignments in the planning, administration, coordination, direction and review of division operations.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Plans, organizes and directs the activities and discipline of a section in a manner consistent with established policy and procedures. Initiates, reads, evaluates and/or processes correspondence and memorandums relative to operational activities.
- Establishes and maintains constant lines of communication with internal and external elements of the department. Completes special projects, assignments and investigations as assigned by the Chief of Police.
- Assists with or establishes budgetary and personnel goals and objectives. Prepares and/or reviews all performance evaluations of subordinates.
- Coordinates training activities, participates in training programs as an instructor or student when necessary.

Directly provides supervision, guidance and training to subordinates. Reviews manpower deployment to ensure an efficient and effective utilization of manpower. Randomly inspects the work products of subordinates and makes changes and/or recommendations as necessary.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Possesses the ability to plan, assign, direct and review the work of a large number of subordinate units engaged in diversified, but related, duties.
- Ability to establish and maintain effective working relationships with subordinates, representatives of cooperating agencies and the general public.

- Ability to express oneself clearly and precisely, orally and in writing, including effectiveness of expression in individual or group situations, and the ability to make a persuasive, clear presentation of ideas or facts.
- Exercises a high degree of motivation and a strong personal commitment
- Demonstrates and exemplifies leadership qualities and personal characteristics of professionalism. Possess and maintains a professional appearance and demeanor at all times.
- Has an understanding of modern principles, methods and procedures of the technical aspects of law enforcement, including criminal investigation and identification, crime prevention, patrol, intelligence, traffic control, police training and public relations.
- Has an understanding of the admissibility and preservation of evidence, and an understanding of municipal, state and federal criminal and related ordinances, laws and codes.
- Ability to be responsible for the care and maintenance of all equipment assigned to a section and its individuals.

**QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATON REQUIREMENTS:**

Advanced training and experience and good physical condition; possesses all members of both upper and lower extremities; must have vision correctable to 20/20; good character and reputation; possession of a valid Ohio driver's license; good driving record; Ohio Peace Officer Training Certificate; meet minimum police division firearms requirements.

Associates degree in Law Enforcement or equivalent and eight years experience in full-time law enforcement in a county, state, military or municipal police department with 3 years of those as a Sergeant. Evidence of outstanding ability, commitment, and professionalism in the law enforcement field. Completion of a first line supervision for law enforcement personnel course. Completion of PELC, Police Executive Leadership College.

---

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Approval of Appointing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Revised August, 2002