CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

TITLE: POLICE LIEUTENANT

GENERAL DESCRIPTION:

The Lieutenant acts as shift commander or may be responsible in command positions as determined by responsible authority; may be responsible for operation of special activity such as identification or investigation, etc. supervises and directs activities of men assigned to his command; receives calls and dispatches men and equipment; maintains and supervises record and report maintenance; prepares comprehensive reports of and keeps records relating to all functions to which he is assigned; does related work as required by competent responsible authority.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Police Captain, Deputy Police Chief or Chief of Police.

SUPERVISION EXERCISED:

Supervises sergeants, patrolmen and other police personnel assigned under his/her command.

EXAMPLES OF DUTIES:

Assigns and supervises subordinates under his/her command.

Executes standing orders and special orders in his/her area of responsibility;

Interprets laws, ordinances and policies to subordinates and to the public;

Assigns complaints for prompt investigation;

Conducts roll calls;

Inspects personnel;

Reports breach of duty or inefficiency on the part of subordinates;

Makes studies on traffic problems, crime trends, enforcement of laws and any other police matters for which he has responsibility;

May be assigned to supervisory activities such as applies to investigative work, crime detection;

Prepare reports pertaining to department operations.

Performs related work as required.
CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

TITLE: POLICE LIEUTENANT

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of local police procedures, rules and regulations and of the limits of police responsibility and authority.

Thorough knowledge of Federal, State and Local laws, regulations, ordinances and policies of law enforcement operations and administration, including but not limited to criminal investigations and the apprehension, arrest and prosecution of persons.

Considerable knowledge of modern techniques of law enforcement, crime control and investigation.

Considerable knowledge of public administration principles and practices as applied to a municipal law enforcement department.

Considerable ability to communicate both orally and in writing in a municipal law enforcement function.

Considerable ability to analyze police problems and to apply policies, plans and activities through subordinate supervisors.

Considerable ability to organize, supervise, direct and evaluate work of subordinate officers, including subordinate supervisors.

Considerable ability to supervise, maintain records and prepare reports as required in performance of activities.

Considerable ability to maintain effective working relationships with superiors, associates, subordinates, officials of other agencies and the general public.

QUALIFICATIONS:

A Bachelor's Degree, from a recognized college or university in law enforcement administration, police science or a closely related field and four (4) years of active police duty in the city police force at least one (1) of which shall have been in the rank of police sergeant, or in lieu thereof, an associate's degree in law enforcement administration, police science or a closely related field and five (5) years of active police duty in the city police department at least one (1) of which shall have been in the rank of police sergeant, or in lieu thereof, high school graduate and six (6) years in the city police department one (1) of which shall have been in the rank of police sergeant.
CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

TITLE: POLICE LIEUTENANT

SPECIAL REQUIREMENTS:

Candidates must be in sound physical condition and meet weight requirements of the state police department. Not convicted of any crime or criminal record, Honorable discharge from the armed forces if applicable. No evidence of mental disorder or emotional instability. Must have a valid Connecticut Class D driver’s license.

PROBATIONARY PERIOD:

The probationary period shall be one (1) year.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.
CITY OF SHELTON JOB POSTING 04162020
JOB TITLE: POLICE LIEUTENANT
SHELTON POLICE DEPARTMENT

GENERAL DESCRIPTION:
The Lieutenant acts as shift commander or may be responsible in command positions as determined by responsible authority; may be responsible for operation of special activity such as identification or investigation, etc. supervises and directs activities of men assigned to his command; receives calls and dispatches men and equipment; maintains and supervises record and report maintenance; prepares comprehensive reports of and keeps records relating to all functions to which he is assigned; does related work as required by competent responsible authority.

SUPERVISION RECEIVED:
Works under the immediate supervision of the Police Captain, Deputy Police Chief or Chief of Police.

SUPERVISION EXERCISED:
Supervises sergeants, patrolmen and other police personnel assigned under his/her command.

EDUCATION, EXPERIENCE AND TRAINING: A Bachelor’s Degree, from a recognized college or university in law enforcement administration, police science or a closely related field and four (4) years of active police duty in the city police force at least one (1) of which shall have been in the rank of police sergeant, or in lieu thereof, an associate’s degree in law enforcement administration, police science or a closely related field and five (5) years of active police duty in the city police department at least one (1) of which shall have been in the rank of police sergeant, or in lieu thereof, high school graduate and six (6) years in the city police department one (1) of which shall have been in the rank of police sergeant.

KNOWLEDGE, SKILLS AND ABILITIES: The work requires that the employee has considerable knowledge, skill, and ability in all phases of municipal law enforcement. Considerable knowledge of: Federal, State and Local laws, regulations, ordinances and policies of law enforcement operations and administration; public administration principles and practices as applied to a municipal law enforcement department; Considerable ability to: communicate orally and in writing and to lead others in a municipal law enforcement function; analyze police problems and to develop and implement policies, plans and activates to address those problems; supervise the work of a municipal police officers; assigns and supervises subordinate supervisors and others under his/her command; and maintain effective working relationships with superiors, associates, subordinates, officials of other agencies and the general public.
The Police Lieutenant Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

**HOW TO APPLY:** Applicants may complete a City of Shelton job application available on the City of Shelton website [www.cityofshelton.org](http://www.cityofshelton.org) (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

**JOB CLASSIFICATION and SALARY:** As per Union Contract between the City of Shelton and The Shelton Police Union Inc. dated August 30, 2016.

**APPLICATION CLOSING DATE:** Applications will be accepted through 5:30 p.m. **Friday, May 22, 2020**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF