

**POLICE LIEUTENANT**  
**(Criminal Investigative Division & Narcotics Division)**

**General Statement of Duties**

Performs supervisory and managerial law enforcement work in directing the activities of a criminal investigations division within the Police Department.

**Distinguishing Features of the Class**

Employees in this class direct the activities associated with a Criminal Investigation Division or Narcotics Division in addition to performing specialized law enforcement work. Administrative assignments include participating in the planning and budgetary process; developing equipment and supply requests; and providing input on policy related matters. Supervisory responsibilities include managing the daily work activities of the Criminal Investigation Division or Narcotics Division; conducting meetings to include discussions on investigation and special enforcement activities; making assignments; and providing technical direction on matters related to investigations. Work assignments also include participating in some personnel related functions to include participating in staff performance reviews. This work is performed under minimum supervision and requires the application of modern law enforcement techniques, sound judgment, and independent initiative in pursuit of work objectives. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and State and federal law, supplemented with specific directions from superior officers. The employees are subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as atmospheric conditions, noise, vibration, and physical conditions. Employees are also exposed to blood borne pathogens, and may be required to work in close quarters. Work is performed under the direct supervision of the Police Captain and is evaluated through observation and review of reports.

**Essential Duties and Illustrative Examples of Work**

Directs and supervises all activities within the criminal investigation division or narcotics division of the Police Department; participates in departmental planning and budgeting; and participants in the development of policies and procedures for the Police Department.

Supervises all activities associated with the initial and/or follow-up of criminal, drug, and juvenile investigations as may be required; determines assignments and determines the appropriate response to the variety of calls which may be forwarded; provides technical advice; ensures proper approach on sensitive work assignments; reviews all reports and records; ensures efficiency and effectiveness of activities conducted within the criminal investigation division or the narcotics division.

Participates in criminal investigation and/or narcotics division functions or patrol functions to include responding to calls; providing backup to more suspicious calls; serving papers; making arrest; arrests offenders; identifies, collects, and preserves physical evidence; and prepares written reports of patrol activities.

Cooperates with members of other local, state, and federal law enforcement and investigative agencies in the identification, location, apprehension, and arrest of offenders and in the investigation of criminal activities.

Prepares related paperwork related to case management; prepares documents for district attorney and presentations to court.

Represents the department through presentations to civic organizations.

May serve on Police hiring/promotional committees.

May perform patrol duties investigative activities.

May provide specialized in-service training.

Performs related duties as required.

May serve as unit supervisor on call outs and other sensitive details.

### **Knowledge, Skills, and Abilities**

Specific knowledge, skills and abilities requirements are elaborated in the Police Department Police Department Promotional Procedures Policy however incumbents are expected to have the following:

Thorough knowledge of modern law enforcement techniques, principles, and procedures.

Thorough knowledge of federal, State and local laws and ordinances pertaining to law enforcement operations and investigative procedures.

Thorough knowledge of the physical, economic, and social characteristics of the Town.

Considerable knowledge of the geographical layout of the Town.

Through knowledge of departmental policies and procedures.

Considerable knowledge of supervisory functions and skills.

Skill in the use of firearms and other law enforcement equipment and in the application of self defense tactics.

Ability to work calmly under conditions of high stress and physical and emotional fatigue.

Ability to prepare clear and concise records and reports.

Ability to establish and maintain effective working relationships with co-workers and the general public.

### **Physical Requirements**

Work in this class is described as moderately strenuous and frequently requires physical exertion to complete tasks. Work requires the full range of body motion and the coordination of two or more limbs while sitting, standing, or lying down and the ability to keep hands and arms steady while moving your arm or while holding your arm and hand in one position. It also requires the ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part. Work necessitates the visual acuity to determine the accuracy, neatness, and thoroughness of work assigned. Working conditions include inside and outside environmental conditions. Employees in this class are subject to the typical hazards of public safety work, including dangerous work environments, exposure to inclement atmospheric conditions and exposure to potentially infectious bodily fluids. Employees may work in close quarters, crawl space, small enclosures, and other areas that could cause claustrophobia. Employees are often required to wear protective gear and clothing.

### **Desirable Education and Experience**

Completion of a Bachelor's Degree in Criminal Justice, supplemented with supervisory experience in law enforcement; or an equivalent combination of education and experience. Further educational and experience requirements for advancement are elaborated in the Police Department Police Department Promotional Procedures Policy.

### **Special Requirements**

Possession of a valid Basic Law Enforcement Certificate and further specific requirements are elaborated in the Police Department Promotional Procedures Policy.

### **Additional Information**

This position is classified as safety sensitive per the Town's Personnel Policy.

### **Fair Labor Standards Act (FLSA) Status**

Exempt

2021