

Town of Boxborough, MA

POSITION: Lieutenant

DEPARTMENT: Police

FLSA STATUS: Non-exempt

REPORTS TO: Police Chief

GENERAL SUMMARY:

The Police Lieutenant assists the Police Chief in planning, organizing, and directing the patrol, investigative, administrative, internal affairs and support service activities of the Department; and assumes responsibility for the Department in the Chief's absence. The position also performs all the functions of a Police Officer when required.

SUPERVISION SCOPE

The Lieutenant exercises full supervisory and managerial control over the department work force, consisting of uniformed and non-uniformed employees. A substantial number of employees do not work on the same shift and police activities are performed in all locations within the community. Because of the nature of law enforcement itself, work activities are subject to sudden and unplanned forces. Assists the Police Chief in supervising all Department employees, including direct supervising the Police Sergeants and the major divisions.

SUPERVISION RECEIVED

Works under the administrative direction of the Police Chief within policies established by the Select Board and in accordance with applicable Massachusetts General Laws and Town by-laws.

SUPERVISION EXERCISED

Assumes the powers, duties, and responsibilities of the Chief in their absence. Has direct supervision over all employees. Provides training and development for employees. Evaluates employee performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes the powers, duties, and responsibilities in the absence of the Police Chief, including full line and staff authority.
- Makes recommendation to the Police Chief concerning a wide range of policies and procedures for a more efficient operation.
- Handles confidential and sensitive information and documentation that requires discretion.
- Responds to citizen's complaints; investigates all complaints against officers and services offered by the Police Department; investigates internal affairs complaints as needed. Performs other work as required or assigned.
- Responds to serious or complex incidents; monitors action of the staff; authorizes request for specialized units to be called to a scene; assists in investigations, interviews, and interrogations.
- Prepares written reports, forms, and other paperwork as required; submits a report of all unusual/serious incidents. Supervises and recommends the hiring, discharge, assignment, evaluation, discipline, and adjustment of grievances of department employees.
- Establishes and evaluates employee goals and objectives; directs and focuses staffing.

- In all cases of infractions by members of the department, prepares a written report with full supporting details of incidents with recommendations to the Chief.
- Prepares work schedules. Authorizes overtime, leave, and training requests.
- Establishes guidelines for the supervisors on inspection of facilities, equipment, and personnel; oversees that a proper inventory control in the department is maintained; sets short-term objectives and goals in the division.
- Ensures that the department properly coordinates its activities with other units and agencies.
- Assist with preparation of the department budget in both the planning and implementation stages; monitors project implementation for budget control; identifies need for manpower and other resources. Administers department budgets.
- Performs the work of supervisors and employees when required.
- Performs other position related duties as required.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

Associate Degree in Criminal Justice, Business, or Public Administration is required. Bachelor's Degree in Criminal Justice, Business, or Public Administration is preferred. Seven years of related experience as a police officer with two years of supervisory experiences as a Sergeant, or any equivalent combination of education and experience is required.

Must pass a criminal and traffic record check, background investigation, physical and psychological Examinations.

REQUIRED LICENSING AND CERTIFICATION

- Valid Massachusetts driver's license
- MA Police Academy Certified
- In-Service Recertification
- CPR Certification
- Criminal Offender Record Information (CORI) Certified
- Licensed to Carry Firearms Permit
- First Responder Certification
- Automated External Defibrillator (AED)
- Taser Certification
- Breathalyzer
- Chemical Spray

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge – Knowledgeable about current applicable federal, state, and local laws; Department rules and regulations; principles and practices of a municipal police administration and organization; police requirements and limitations of authority; laws governing custody of persons, search and seizure,

admissibility and presentations of evidence and laws of arrest and court procedures; and basic computer operations and functions. Working knowledge of Town's geography.

Ability – Ability to read, understand, and interpret departmental policies and procedures, rules and regulations, laws and law enforcement documents. Ability to communicate effectively with public agencies and the media. Ability to make appropriate managerial decisions and maintain accurate records. Ability to learn and adapt to changing technologies and practices. Ability to write clear, accurate, and comprehensive reports. Ability to analyze situations and adopt a quick, effective, and responsible course of action giving due regard to the surrounding hazards and circumstances of each situation. Ability to operate a motor vehicle safely and skillfully; Ability to keep all Department information strictly confidential. Ability to communicate effectively orally and in writing. Ability to accomplish general clerical duties, follow oral and written instructions, work effectively with other Employees, and engender public respect and confidence. Ability to meet the general public with courtesy and tact. Ability to demonstrate good judgment, character, reputation, superior poise, bearing, alertness, and emotional stability. Ability to establish and maintain effective relationships with all those contacted in the course of work.

Skill – Skilled in operating various equipment including firearms, radar, lidar, breathalyzer, handcuffs, baton, radios, and related equipment, as well as in operating personal computer and general office equipment.

TOOLS AND EQUIPMENT USED

The employee is required to use a personal computer and general office equipment as well as surveillance equipment, radar equipment, handcuffs, cameras, fingerprint tools, car and portable radio, first aid equipment, bio-hazard equipment, accident investigation equipment, P.B. tester, handgun, shotgun, and baton. The employee is required to operate a Class D motorized vehicle.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Must physically restrain subjects who resist arrest or who refuse to obey lawful orders. Must be able to communicate clearly and concisely, orally and in writing. Must be able to hear spoken commands.

While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit, walk, use a keyboard, write, and drive a motor vehicle. Occasionally the employee is required to crawl/kneel, carry, reach, climb/balance, push/pull, and lift. The work requires strenuous physical exertion. Requires the ability to lift and carry objects of more than 60 pounds intermittently. Work requires the employee to be physically fit. The employee must have the physical ability to respond to calls expediently.

The position requires good vision to drive vehicle, review evidence, identify situations and suspects, as well as distinguish color. The use of firearms and standard police equipment (radar, investigation kits, etc.) requires advanced manual dexterity in combination with eye-hand coordination.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Work is primarily performed indoors under typical office conditions. Working hours can include all times of the day, including weekends/holidays. The stress level can be extremely high at times and work-related injuries are not uncommon. The noise level is moderate. When performing the position, the employee is regularly exposed to weather extremes (cold, and excessive heat), loud noise, fumes/gases/toxic chemicals and potentially armed and dangerous persons. The employee occasionally works around moving mechanical parts and is occasionally required to operate in confined, cramped quarters. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

The employee has regular access to department-related confidential information, including details of calls for service. Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, land/or financial repercussions for the town.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: April 16, 2015

**Revised: June 29, 2021
September 15, 2023**

Approved (Name): Personnel Board

Approved (Date): September 18, 2023