



## Town of Hillsborough Positions Descriptions Lieutenant

Department: Police  
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented  
Revision Date: 08/03/00

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### **GENERAL PURPOSE**

Under general direction, performs a variety of complex public safety work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Oversees investigations into criminal violations occurring within the jurisdiction, including acquisition of evidence, documentation of investigative activities, and execution of warrants.
- Supervises and manages the preparation of cases for court;
- Plans and manages staging of equipment, personnel and outside agency resources necessary to successfully organize tactical situations;
- Manages residential alarm program, serving as hearing officer, and supervising alarm specialists;
- Acts as the department's public information officer, maintaining positive relations with the media including television, radio and print and coordinating information releases;
- Evaluates, trains and selects personnel;
- Acts as patrol commander or watch commander as needed;
- Prepares and reviews a variety of complex reports and record;
- Reviews, evaluates and develops programs, policies and procedures for various departmental operations;
- Assists in the preparation of the department budget;
- Manages the department internal affairs function, including documentation of disciplinary actions.

### **DESIRED MINIMUM QUALIFICATIONS**

Candidates for the position should possess the equivalent of an AA degree in criminal administration or a closely related field; P.O.S.T. Supervisor Certificate; seven (7) years' of increasingly responsible related experience, including three (3) years in a supervisory position; and a valid class C CA Drivers' License. Knowledge of modern law enforcement principals, procedures, techniques, and equipment; applicable laws, ordinances, regulations and safety rules. Skill to operate word processing and database programs, police equipment and weaponry, and passenger vehicles. Ability to train and supervise subordinate personnel; effectively communicate orally and in writing; establish and maintain effective working relationships with coworkers and the public; exercise sound judgment in evaluating situations and in making decisions; follow and give verbal and written instructions.

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_