



# Beaufort Police Department

*Office of the Chief of Police*

## **POLICE ADMINISTRATIVE LIEUTENANT**

### General Statement of Duties

Performs complex administrative work assisting with the supervision of the Police Department, managing an assigned unit, coordinating work with other law enforcement agencies and Town departments, overseeing the maintenance of files and records, preparing reports, and related work as apparent or assigned. Work is performed under the direction of the Chief of Police. Supervision is exercised over all assigned personnel.

### Distinguishing Features of the Class

Employees in this class perform supervisory and managerial work. Responsibilities include supervising both sworn and civilian staff; assigning and reviewing work; monitoring performance; researching, reviewing and recommending departmental policies; managing Marine Operations Program, operational equipment inventory, and building maintenance; performing crime prevention activities; reviewing crime trends and suggesting new program efforts; and maintain records of division activities and other administrative work.

Work requires advanced knowledge of law enforcement management and substantial judgment and independent initiative. Work involves frequent public contact which requires tact, firmness and decisiveness. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed in accordance with department policy and state and federal law, supplemented with specific directions from the Chief of Police. Work is performed under the general supervision of the Chief of Police and is evaluated through observation, discussion, and review of reports.

### Duties and Responsibilities

#### Essential Duties and Tasks

Performs all duties and Essential Functions of subordinate officers.

Supervises the School Resource Officer (SRO) and Administrative Support Specialist through feedback, analysis, and annual performance evaluations; may respond to crime scenes or calls to back-up other officers or review work in progress; manages and participates in the development and implementation of goals, objectives, policies and priorities; administers policies and procedures; ensures compliance with all policies, general orders and Federal, State and local laws.

Manages the Marine Operations Program of the department.

Manages operational equipment inventory and building maintenance.

Coordinates community involvement activities of the department to include special event planning and community outreach efforts (Community Watch, National Night Out, etc.).

Assists with the recruitment and selection of department personnel; assigns, directs, trains and inspects the work of assigned staff; coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.

Assists in the development of the annual budget; participates in forecasting funds needed for staffing, equipment, materials and supplies.

Serves as liaison to associates and outside agencies.

## **POLICE ADMIN. LIEUTENANT**

Acts as representative for staff level operations by conducting meetings, evaluating department issues and concerns, recommending solutions, representing the department at meetings and professional organizations, assuming leadership in the absence of management, and representing the department to the public.

Other duties and responsibilities that might be required of the position, but are not specifically outlined in the job description.

### Recruitment and Selection Guidelines

#### Knowledge, Skills and Abilities

Comprehensive knowledge of approved principles, practices and procedures of police work; comprehensive knowledge of pertinent Federal and State laws and municipal ordinances; comprehensive knowledge of the geography of the Town and location of important buildings; ability to assign, direct, supervise and evaluate the work of subordinate officers and civilian staff; ability to analyze complex police problems and to adopt effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to communicate ideas effectively both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with law enforcement agencies, associates, and the general public.

#### Physical Requirements

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to prepare and review a variety of records and reports.

Ability to pass the Police Officers Physical Abilities Test (POPAT) or other physical abilities assessment as required by the department.

#### Education

An Associates/technical degree with coursework in criminal justice, or related field and experience in law enforcement including supervisory experience, or equivalent combination of education and experience.

Advanced -Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study

Advanced -Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Advanced -Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Knowledge is normally acquired through a university program resulting in a degree however certain command college programs such as the FBI National Academy, Southern Police Institute, AOMP, or other approved course could be accepted as formal education.

## **POLICE ADMIN. LIEUTENANT**

### Experience

At least eight (8) years of progressively responsible law enforcement experience with the last three (3) years in a supervisory capacity equivalent to the rank of Sergeant or above. Other combinations of education and experience may be considered based on the individual needs of the Police Department.

### Special Requirements

Must possess a current N.C. General Law Enforcement Officer Certification or have the ability to obtain it within one (1) year from the date of appointment, a Class C Driver's License, and the Intermediate Law Enforcement Certificate issued by the N.C Criminal Justice Education and Training Standards Division or equivalent if from out of state. Residency within Carteret County is required within six months of appointment.