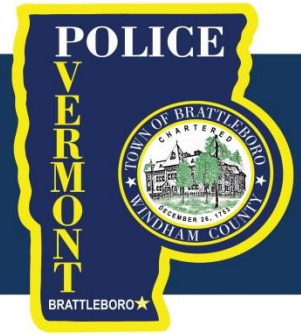


# BRATTLEBORO POLICE DEPARTMENT



## Town of Brattleboro

**Nature of work Title:** Detective Lieutenant

**Department:** Police Department

**Nature of work:**

The Detective Lieutenant oversees the Criminal Investigation Division (CID). They are responsible for supervising the employees under their command, ensuring that departmental resources are being properly deployed during their watch, and ensuring that employees under their command provide professional policing services that embody the vision, mission, and core values of the department. The Detective Lieutenant is also responsible for mentoring employees under their command, ensuring due diligence has been observed during investigations occurring under their watch, and for ascertaining that required functions have been conducted. The Detective Lieutenant may be required to perform Detective functions in place of or in conjunction with other Detectives. The Detective Lieutenant may be responsible for other administrative duties as directed and may be assigned various additional duties such as supervising and directing task forces, units, or community groups whether they be temporary or permanent in nature.

**Work Schedule:** 40 hours per week; Monday – Friday 8:00 am – 4:00 pm; this position may require evening and weekend work, often without advance notice.

**Residency:** Employees shall be required to have their place of abode in the Town, or a bordering town, and to be bona fide residents of the Town, or a bordering town. (A bordering town is defined as any town located within Windham County Vermont, Cheshire County New Hampshire, or Franklin County Massachusetts)

**Wages:** \$87,706.94- \$101,670.12 with education incentive, additional vacation hours, holiday pay, fitness bonus, and clothing allowances (Wage contains 6% detective incentive).

**Supervision Received:** The Detective Lieutenant is supervised directly by the Assistant Chief. The Detective Lieutenant is supervised generally by all superior officers. The Detective Lieutenant may be directly accountable to other superior officers for special teams, units, or projects as assigned.

**Supervision Exercised:** The Detective Lieutenant exercises direct supervision over subordinate personnel assigned to CID. The Detective Lieutenant exercises general supervision over all subordinate personnel. The Detective Lieutenant may exercise supervision over non-department when supervising special teams, task forces, or other projects as assigned. The Detective Lieutenant is expected to exercise significant individual judgement, initiative, and decision making consistent with the department's mission, values, goals, and objectives as well as existing rules and regulations.

**Essential Responsibilities & Competencies Needed:**

*We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless specifically stated as required.*

**Non-Essential Duties and Tasks:** *The responsibilities and duties listed below are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Required have minimum of five (5) years of experience as a certified Police Officer; valid certifications from all US considered.
- Provide professional police services that embody the vision, mission, and core values of the Brattleboro Police Department.
- Uphold their integrity and the integrity of the Brattleboro Police Department.
- Competently perform and explain the general duties and responsibilities of the employees under their command.
- Adhere to all departmental rules, regulations, and orders, and ensure that employees under their command do the same.
- Abide by all applicable federal, state, and town statutes and ordinances, and ensure that employees under their command do the same.
- Complete periodic counseling and evaluation for employees under their command as required by Department procedures.
- Identify areas of strength, weakness, and interest in employees under their command to assist with career development and training needs or desires.
- Ensure that employees under their command are properly trained, counseled, and equipped to accomplish their duties.
- Be accountable for the actions or omissions of employees under their command, issue discipline as warranted and forward to command staff recommendations for higher levels of discipline when necessary.
- Schedule and plan to ensure adequate staffing to accomplish departmental goals.
- Actively identify areas of potential deficiency or improvement in department operations, policy, and procedure and present them to command staff.
- Actively identify problems or problem areas within the community, create and implement plans to resolve them within their authority, and seek authorization for plans that exceed their authority.
- Possess and maintain enough personal, moral, and emotional fortitude to endure physical and psychological stress and still accomplish the duties of the assigned position.
- Serve as member of Town committees as required and/or appointed.
- Establish and maintain formal channels of communications through which information must flow and specific authority is delegated.
- Communicate effectively in writing and verbally with subordinates, colleagues, court officials, attorneys, other government agencies, and the public.

- Cooperates with other Town departments where activities of the police department are involved.
- Actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Continue to learn new methods and stay current on innovations within the field.

**Work Environment:** Most of the work is performed indoors in climate-controlled buildings, but this position also occasionally requires work outdoors (including in inclement weather or other unfavorable conditions). This work environment may increase physical or psychological stress due to the presence of danger, both environmental and created by other people.

**Union Status & Probation:** Non-Exempt employee, affiliated with a union after a 1-year probationary period.

*The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.*

#### **Job Description Acknowledgement**

I have read and understand the functions and requirements of this position and am able to perform them. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position. I also understand that this is not a contract and employment remain at-will for both me and my employer.

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Signature of employee