



JOB DESCRIPTION

Job Title: Police Lieutenant

Effective Date: 10/16/2025

Pay Grade:

FLSA Status: Exempt

Hourly Min.- Max: \$28.84 - \$33.65

Annual Min.- Max: \$60,000 - \$70,000

General Description

The purpose of this classification is to supervise and manage the operations of an assigned division of the Police Department to preserve peace; to protect lives, property, and rights of the public; and to enforce statutory laws and ordinances. Specific duties will vary although the primary function is a Division Commander for Uniform Patrol or Support Services.

Primary Duties

These job functions are not to be construed as a complete statement of all duties performed. Employees may be assigned additional duties by management as deemed necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing/reviewing employee performance appraisals; schedules, assigns work of subordinates, makes staffing decisions, and authorizes overtime to always ensure adequate coverage; ensures proper allocation of personnel and other resources.
- Supervises and manages the activities of a division, which may be comprised of several units, within the Police Department; establishes goals and objectives for division and staff; evaluates division services to determine proficiency level and identify areas requiring improvement; formulates and executes action plans to correct deficiencies; develops and implements work methods and practices, policies, and standard operating procedures for division; assumes responsibility for leadership, motivation, and morale of subordinates; provides assistance and support to subordinates as needed.
- Serves as the liaison between the division and upper management; ensures effective flow of communications between supervisors, co-workers, and subordinates; keeps Police Captain and Chief informed of divisional activities, including the status of major cases, progress towards objectives, problems and critical incidents, and complaints; adheres to all reporting requirements.
- Oversees daily activities of division either personally or through subordinate supervisors; coordinates and delegates investigations, patrols, special assignments, or other division

tasks; schedules and conducts shift meetings and inspections; monitors radio transmissions to ensure all calls are answered; responds to calls of a serious nature and to scenes of subordinates' calls to answer questions, authorize actions, take control of situation, monitor officers' performance, and serve as a back-up unit.

- Evaluates equipment needs for the division based on crime patterns, calls for services, equipment serviceability, and daily equipment inventory reports; reviews and approves requisitions for recommended equipment, uniforms, materials, and supplies; ensures optimal deployment and accountability for physical resources; oversees maintenance and issuance of equipment.
- Assists with planning and coordination of training; schedules in-service training for subordinates; presents training sessions on topics falling within divisional responsibilities or knowledge and expertise of the individual.
- Assists with long-range planning, annual budget preparation, capital outlay requests, and grant applications for the department; participates in the development and implementation of special programs and projects; monitors division expenditures for compliance with adopted budget; may administer federal grants.
- Collects and compiles data pertaining to division operations and staff activities; identifies patterns and developing trends in criminal activity and problem areas within the community; develops and implements strategy to manage same; reviews and analyzes action plan; reviews various crime statistics and prepares administrative reports.
- Conducts, monitors, and/or oversees details and progress of investigations into criminal activity and crime scene activity as applicable to assigned division; assists officers with complex situations or cases; documents case information and prepares case files to assist with prosecution of major cases; appears in court to present evidence and testimony on cases being prosecuted.
- Conducts, participates in, and/or cooperates with internal investigations regarding complaints against subordinates; recommends disciplinary action as appropriate.
- Cooperates with and serves as liaison to federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within town jurisdiction.
- Establishes and maintains positive public relations; responds to questions, complaints, and requests for information; attends and addresses neighborhood groups, schools, civic organizations, and churches; assists with community activities, programs, and crime prevention; attends official functions, council, and community meetings; makes presentations and public speeches to the media, civic groups, schools, and churches; serves on special panels, boards, and/or committees as assigned.

- Reviews documents processed by subordinates to ensure accuracy; reviews previously assigned cases with officers; discusses errors and recommends methods for corrective action; provides technical assistance as needed.
- Enforces all town and state codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security; ensures safety of officers.
- Maintains comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends supervisory meetings, seminars, workshops, and training sessions as appropriate.
- Completes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; prepares and maintains files and administrative records.

Minimum Qualifications

Education and Experience:

An equivalent combination of education and experience may be considered, provided that the education and experience is in a relevant and related field.

- Preferred to have successfully completed a minimum of sixty (60) semester hours, or an associate degree from an accredited institution.
- Preferred to have five (5) years' experience as a certified sworn officer with a required minimum of two (2) years' experience at a rank equivalent to or higher than a Police Sergeant.
- Special courses in advanced police supervision (equivalent to Middle Management or Florida Leadership Academy) are preferred.

Licenses, Certifications, and/or Registrations:

- Valid Florida Driver's License.
- Must maintain a valid telephone number.
- Must possess and maintain a State of Florida Police Officer Certification and meet all the requirements established by the Florida Criminal Justice Standards and Training Commission Florida Law Enforcement Certification
- NCIC/FCIC required to obtain within one month of employment (CJIS certification requirements)

Essential Physical Functions

The Town of Howey in the Hills is an Equal Opportunity Employer. The Americans with Disabilities Act requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with management.

- Hear at normal level or with accommodations.
- Ambulate independently.
- Manual dexterity.
- Speak English understandably.
- Read and write English.
- Walking, standing, running, climbing, jumping, bending, stooping, or squatting down.
- Lift, drag carry and/or push heavy objects weighing up to 150 pounds.
- Recognize color and texture.
- Tolerate strong odors.
- Sit or stand for long periods of time.
- Drive a car.
- Qualify with firearm and other police related protective devices.
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life-threatening situations.
- Acceptable eyesight (with or without correction).

Environmental Conditions

Works primarily in an office environment with some field work.

- Work hours may include nights, weekends, and holidays.
- Maintains a flexible work schedule to permit observation of activities of Divisional members or Units during other than normal business hours.
- May be directed to work overtime.
- Available after hours to receive calls.
- Physical acts involving strength and endurance may be required.
- May work during inclement and diverse weather conditions.
- Involves exposure to dangerous and sometimes life-threatening situations, events, or persons.
- Works under extreme varying degrees of stress.
- Some exposure to morbid crime scenes involving the human body.
- Works with firearms and other police related equipment.
- Works with a great deal of autonomy requiring discretion and decision making.

Hours Worked:

Monday-Friday 8:00 am to 5:00 pm. Some duties will require working away from your assigned workstation. Nights and weekends hours will apply depending on manpower shortages. Working outside during natural disasters or qualified events. Annual hours are approximately 2080 hours or more.

Acknowledgement (original to personnel file, and copy to the employee)

I have read and understand this job description. I am qualified to perform this job, with or without reasonable accommodation.

Employee Name (Print)

Supervisor Signature

Employee Signature

Human Resources

Date _____

Town of Howey-in-the-Hills

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