



Employment Opportunity

POLICE LIEUTENANT

Department: Police Department

Position Type: Full-Time

Reports To: Police Chief

Salary: \$52,875.00 - \$60,000.00

Application Deadline: Open Until Filled

POSITION SUMMARY

The Town of Coats is seeking a qualified and experienced **Police Lieutenant** to provide professional law enforcement services while serving in a supervisory, leadership, and investigative capacity within the Coats Police Department.

The Police Lieutenant performs a combination of patrol, investigative, supervisory, administrative, training, and operational duties. The position provides guidance and direction to officers, assists the Police Chief with the management and evaluation of personnel and departmental operations, conducts and assists with criminal investigations, reviews reports and records, responds to citizen concerns and complaints, and assists with the development and implementation of departmental policies and procedures.

The Police Lieutenant is expected to exercise sound judgment, demonstrate effective leadership, maintain professional relationships with employees and the public, and make appropriate decisions involving personnel, operational, investigative, administrative, and public safety matters.

The position serves as a working law enforcement officer and may be required to respond to calls for service, participate in patrol operations, respond to critical or unusual incidents, make arrests, conduct investigations, testify in court, and perform other law enforcement duties as necessary.

The Police Lieutenant serves as Acting Police Chief in the absence of the Chief and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervision, Leadership, and Personnel

- Provides leadership, guidance, supervision, and direction to police officers and other assigned personnel.
- Assigns, coordinates, and reviews work; establishes priorities; and assists with staffing and operational needs.
- Provides guidance to officers regarding law enforcement matters, departmental policies, procedures, and appropriate police practices.
- Assists the Police Chief in evaluating the performance and work of department personnel.
- Observes and evaluates officers' performance, including occasional ride-alongs and review of body-worn camera footage.
- Provides performance coaching, feedback, counseling, and guidance regarding performance or operational issues.
- Assists with the training and development of officers and may serve as a Field Training Officer for newly hired officers.
- Observes and evaluates the progress of new officers and makes recommendations concerning assignments and continued development.
- Makes recommendations to the Police Chief concerning officer assignments, training, performance, and other personnel matters.
- Assists the Police Chief with personnel-related matters, including performance improvement and disciplinary issues as assigned.
- Ensures assigned personnel maintain required training, certifications, qualifications, and compliance with applicable law enforcement standards.
- Serves as an initial point of response for complaints and concerns involving department personnel or services and refers matters to the Police Chief when appropriate.
- Maintains confidentiality and exercises discretion when handling sensitive personnel, investigative, and administrative matters.

Patrol and Law Enforcement Operations

- Performs sworn law enforcement duties and serves as a police officer on shift as needed.
- Patrols assigned areas and responds to calls for service.
- Responds to complex, critical, unusual, or emergency incidents and provides operational leadership and direction as appropriate.
- Apprehends suspects and makes arrests in accordance with applicable law.
- Investigates criminal and other law enforcement matters.
- Responds to and investigates traffic accidents.
- Provides assistance and direction to officers during significant police incidents and investigations.
- Participates in special enforcement activities, operations, and departmental assignments.
- Assists with planning and coordinating personnel and resources for special events and other operational needs.
- Maintains proficiency in the safe and effective use of firearms, police vehicles, communications equipment, and other law enforcement equipment.

- Represents the Police Department professionally when interacting with residents, businesses, Town officials, other agencies, and the community.

Criminal Investigations and Evidence

- Conducts and assists with criminal investigations, including follow-up investigations resulting from calls for service and reported offenses.
- Conducts interviews and gathers information and evidence necessary to develop cases.
- Collects, identifies, establishes chain of custody for, preserves, and properly documents physical evidence.
- Maintains accurate records of evidence and investigative activities.
- Coordinates the submission and processing of evidence and other investigative materials.
- Returns stolen property to victims when possible and in accordance with applicable procedures.
- Conducts background investigations and other investigative assignments as directed.
- Prepares case-management paperwork, investigative reports, and documents for the District Attorney's Office and court proceedings.
- Prepares cases and supporting documentation for prosecution.
- Testifies in court regarding arrests, investigations, evidence, and other law enforcement activities.
- Conducts or assists with internal investigations as assigned by the Police Chief.
- Performs special research and investigative assignments for the Police Department.

Reports, Records, and Administrative Responsibilities

- Reviews reports and records completed by police officers for accuracy, completeness, and compliance with departmental procedures.
- Enters and maintains information in applicable computerized law enforcement systems.
- Prepares, reviews, and evaluates administrative, operational, activity, investigative, and other departmental reports.
- Compiles information and prepares data necessary for state and other required reports.
- Maintains accurate and timely documentation relating to personnel, operations, investigations, evidence, and departmental activities.
- Assists with the development, revision, and implementation of departmental policies, procedures, directives, and operational practices.
- Researches law enforcement issues and makes recommendations to the Police Chief concerning policies, procedures, training, equipment, and operational practices.
- Assists with departmental planning, operational improvements, and implementation of organizational priorities.
- Assists with identifying departmental equipment, technology, staffing, training, and resource needs.
- Assists with budget-related research and provides information and recommendations concerning departmental resource needs.
- Compiles information and assists with the preparation, submission, and reporting requirements for grants.

- Maintains appropriate confidentiality concerning personnel, investigative, criminal justice, and administrative information.

Community Relations and Interagency Coordination

- Responds professionally to citizen concerns, complaints, and questions regarding Police Department services and activities.
- Builds and maintains effective working relationships with residents, businesses, community organizations, Town officials, and other public safety partners.
- Represents the Police Department at community meetings, public events, Town functions, and other official activities as assigned.
- Coordinates and communicates with other Town departments, law enforcement agencies, emergency service providers, courts, prosecutors, and other governmental or community organizations as necessary.
- Promotes positive community relations and professional delivery of police services.
- Assists with community policing, public safety initiatives, and other community engagement activities consistent with departmental priorities.

Acting Police Chief

- Serves as Acting Police Chief in the absence of the Police Chief.
- Provides appropriate leadership and operational oversight during the Chief's absence.
- Coordinates departmental activities and responds to personnel, operational, administrative, and public safety matters as necessary.
- Communicates significant incidents, personnel matters, and other departmental concerns to the Police Chief and Town Manager as appropriate.

Training and Professional Development

- Attends required and appropriate training to maintain law enforcement certifications and improve professional knowledge and skills.
- Maintains all certifications and qualifications required for assigned duties.
- Keeps current with changes in federal and North Carolina law, court decisions, law enforcement practices, departmental policies, and applicable standards.
- Participates in professional development and training activities for department personnel as assigned.
- May assist with or conduct departmental training programs.

Other Duties

- Performs special assignments, research, and projects as directed by the Police Chief.
 - Performs other supervisory, administrative, investigative, operational, and law enforcement duties as assigned.
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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Federal and North Carolina laws, regulations, and court decisions applicable to law enforcement.
- Town ordinances and Coats Police Department policies, procedures, rules, and directives.
- Modern law enforcement principles, practices, methods, procedures, and equipment.
- Criminal investigation techniques and procedures.
- Evidence collection, preservation, documentation, and chain-of-custody requirements.
- Criminal justice information systems and applicable reporting requirements.
- Effective supervisory and leadership practices, including communication, coaching, counseling, performance management, accountability, and conflict resolution.
- Police personnel practices and procedures.
- Law enforcement training requirements and certification standards.
- Community policing and effective public safety practices.
- Computerized records systems and technology used in modern law enforcement operations.
- Principles and practices of municipal government and public safety administration.

Skill in:

- Leading, supervising, coaching, and evaluating law enforcement personnel.
- Investigating crimes and developing cases for prosecution.
- Analyzing information, identifying problems, evaluating options, and making sound decisions.
- Responding effectively to routine, rapidly developing, and critical incidents.
- Applying appropriate de-escalation, communication, conflict-management, and self-defense techniques.
- Safely and proficiently operating firearms, police vehicles, and other law enforcement equipment.
- Preparing clear, concise, accurate, and complete investigative, operational, and administrative reports.
- Reviewing reports and documentation for accuracy and completeness.
- Communicating effectively, professionally, and respectfully, both orally and in writing.
- Establishing and maintaining effective working relationships with employees, supervisors, Town officials, other agencies, and members of the public.
- Maintaining confidentiality and exercising appropriate discretion.
- Using computerized systems and technology necessary to perform law enforcement and administrative duties.

Ability to:

- Exercise independent judgment and make sound decisions under pressure.
- Provide effective leadership and direction to police personnel.
- Accept responsibility and accountability for assigned duties and departmental operations.

- Manage multiple priorities and assignments while meeting established deadlines.
 - Work effectively with individuals from diverse backgrounds and with varying levels of authority.
 - Communicate clearly and professionally with officers, supervisors, Town officials, citizens, attorneys, prosecutors, courts, and other agencies.
 - Maintain composure and professionalism during stressful, confrontational, or emergency situations.
 - Prepare and deliver professional presentations and communicate information effectively to groups when required.
 - Maintain accurate records and protect confidential and sensitive information.
 - Work independently while also functioning effectively as part of the Police Department's management and operational team.
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MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Must be a minimum of 21 years old.
- Must be a U.S. Citizen or resident alien who is eligible and has applied for citizenship at least one year prior to the date of application.
- Not have any felony, domestic violence or misdemeanor assault convictions; No convictions for crimes punishable for over two years' imprisonment
- Must be a certified law enforcement officer in good standing with the North Carolina Criminal Justice Education and Training Standards Commission.
- Must possess and maintain a valid North Carolina driver's license.
- Must meet all minimum certification, training, and qualification requirements established by the North Carolina Criminal Justice Education and Training Standards Commission.
- Must successfully complete any required background investigation, drug screening, physical examination, psychological evaluation, and other pre-employment requirements established by the Town of Coats and/or Police Department.

Preferred Qualifications:

- Prior experience serving in a law enforcement supervisory or leadership position.
- Considerable experience as a sworn law enforcement officer, with demonstrated experience in criminal investigations and/or law enforcement supervision.
- Experience serving as a Field Training Officer.
- Experience with evidence management, case preparation, and court testimony.
- Additional education or coursework in criminal justice, public administration, law enforcement, or a related field.
- Experience with grants, departmental reporting, policy development, or law enforcement administration.

An equivalent combination of education, training, certification, and experience may be considered where permitted by applicable law and Town policy.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The employee must be physically able to perform the essential functions of the position, with or without reasonable accommodation.

Work requires the ability to stand, walk, sit, hear, speak, kneel, reach, grasp, push, pull, bend, climb, crawl, finger, and perform repetitive motions. The position may require lifting, carrying, pushing, and pulling equipment and other objects.

The employee may be required to work indoors and outdoors in varying weather conditions and is exposed to the normal hazards associated with law enforcement work, including dangerous persons, traffic and vehicular hazards, loud noises, hazardous materials, fumes, oils, gases, bodily fluids, and other potentially hazardous conditions.

The employee must possess the visual and physical abilities necessary to safely operate a police vehicle, observe and distinguish people, places, objects, and conditions, operate law enforcement equipment, and prepare, review, and analyze reports and other documentation.

The employee may be required to work evenings, nights, weekends, holidays, overtime, on-call assignments, and emergency call-back assignments as necessary to meet the operational needs of the Police Department.

COMPENSATION AND BENEFITS

The Town of Coats offers a competitive salary and comprehensive benefits package. The anticipated salary for this position is **\$52,875.00 - \$60,000.00**, depending upon qualifications and experience.

Benefits may include:

- Health, dental, and vision insurance;
- Participation in the North Carolina Local Government Retirement System;
- 401(k) retirement plan and applicable Town contributions;
- Paid vacation leave;
- Paid sick leave;
- Paid holidays;
- Life insurance;
- Short-term and/or long-term disability benefits, as applicable;
- Professional development and training opportunities; and
- Other benefits as provided in accordance with Town Policies.

HOW TO APPLY

Interested candidates should provide a detailed employment history demonstrating progressively responsible law enforcement experience, leadership and supervisory experience, investigative experience, strong organizational and decision-making skills, and significant accomplishments in police operations, personnel development, community service, or public safety.

A completed Town of Coats employment application, a detailed resume, a cover letter, and any other materials requested should be sent to: **Jade Stone**, Human Resources Administrator, at:

Via Mail:	Via Email:	In Person:
Attn: Human Resources Dept. Town of Coats P.O. Box 675, Coats, NC 27521	hrtownclerk@coatsnc.org Please include “Lieutenant” in the subject line of your email.	25 East Main St. Coats, NC 27521

The Town of Coats is an Equal Opportunity Employer.

This job description is intended to describe the general nature and level of work performed in this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. Duties may be assigned or modified as operational needs require.