

## POLICE SHIFT LEADER

### General Statement of Duties

Performs responsible supervisory law enforcement work in directing the activities of a patrol shift or unit within the Police Department.

### Distinguishing Features of the Class

Employees in this class direct the activities associated with a shift within the Patrol. Administrative assignments include developing equipment and supply requests and providing input on policy-related matters. Supervisory responsibilities include managing the daily work activities of the shift; conducting meetings to include discussions on shift activities; making assignments; reviewing law enforcement reports; and providing technical direction on matters related to patrol and legal paper processing. Work assignments also include conducting employee training, performance counseling, motivation, evaluation, and discipline when necessary. This work requires the application of modern law enforcement techniques, sound judgment, and independent initiative in pursuit of work objectives. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and State and federal law, supplemented with specific directions from superior officers. The employees are subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as atmospheric conditions, noise, vibration, and physical conditions. Employees are also subject to the final OSHA standards on blood borne pathogens. Work is performed under the general supervision of the Police Platoon Supervisor and is evaluated through observation and review of reports.

### Duties and Responsibilities

#### Essential Duties and Tasks

Directs and supervises all activities on a shift within the Patrol Division of the Police Department; participates in the development of policies and procedures for the Police Department; assigns, motivates, counsels, and evaluates employee performance; conducts disciplinary conferences when required; ensures proper training for all shift personnel; ensures proper staffing levels including scheduling leave, training, and finding replacements for sick staff members.

May supervise and participate in the work of a K-9 unit; takes incident command when needed for proper searches.

Supervises and participates with the initial investigations which occur on a shift; determines assignments and determines the appropriate response to the variety of calls; provides technical advice on how to respond in certain situations; reviews all reports and records and signs off; ensures efficiency and effectiveness of patrol activities.

Responds to citizen requests and concerns; serves in the absence of higher authority on a designated shift; ensures that warrants and other papers are served in a timely fashion.

Participates in patrol functions to include responding to calls; providing backup to more suspicious call; serving papers; making arrest; arrests offenders; identifies, collects, and preserves physical evidence; and prepares written reports of patrol activities.

Reviews incident and other reports completed during the work of the unit; prepares related paperwork related to case management; prepares documents for district attorney and presentations to court; presents courtroom testimony.

#### Additional Job Duties

May serve as Field Training Officer.

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

- Considerable knowledge of modern law enforcement techniques, principles, and procedures.
- Considerable knowledge of federal, State and local laws and ordinances pertaining to law enforcement operations and investigative procedures.
- Knowledge of the physical, economic, and social characteristics of the Town.
- Considerable knowledge of the geographical layout of the Town.
- Knowledge of supervisory methods and skills such as motivation, communication, performance counseling and evaluation, and disciplinary procedures.
- Working knowledge of Town personnel policies and procedures.
- Working knowledge of the application of information technology to law enforcement work.
- Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.
- Ability to work calmly under conditions of high stress and physical and emotional fatigue.
- Ability to prepare clear and concise records and reports.
- Ability to establish and maintain effective working relationships with co-workers and the general public.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading and perform administrative and computer work, and to distinguish details and operate a vehicle on patrol.

#### Desirable Education and Experience

- Completion of a two year associate degree in Criminal Justice from an accredited college, supplemented with supervisory training and experience in law enforcement; or an equivalent combination of education and experience.

#### Special Requirements

- Possession of a valid North Carolina driver's license and Law Enforcement certificate issued by the North Carolina Justice Training and Standards Council.

Atlantic Beach  
2006

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.