

TOWN OF DIGHTON  
BOARDS OF SELECTMEN/HEALTH  
WEDNESDAY, 10 JULY 2013 11:30 O'CLOCK AM  
TOWN HALL HEARING ROOM

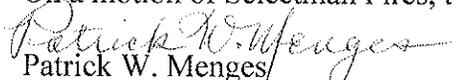
THIS MEETING WAS NOT AUDIO TAPED NOR VIDEO RECORDED.

The Board of Selectmen met with Chief of Police Robert MacDonald in the Town Hall hearings room on Wednesday, 10 July 2013, concerning the selection and appointment of a Police Lieutenant. Prior to this meeting the selectmen's office had received three (3) letters of interest from police department aspirant to the Lieutenancy pursuant to an internal police department posting with a Monday, 8 July 2013, 3:00PM deadline. Present were Selectmen Dean Cronin, Thomas Pires and Patrick Menges. Chairman Cronin called the Board to order at 11:32AM.

After discussion, the Selectmen and Chief MacDonald agreed by consensus:

1. The salary of a police lieutenant should be \$68,640.00 per year based on forty (40) hours a week (at \$1,320.00 per week) at \$33.00 per hour.
2. The job description for Lieutenant written by Chairman Cronin based upon his on-line research into Police Lieutenant job descriptions used in other departments, with a proper modification of its required years in service provisions, was accepted for presentation to the applicants. Copy attached, part of these minutes.
3. The Lieutenant's position should not be limited to a "4 and 2" (four days on, followed by two days off) work schedule, but as a salaried officer, subject to the Chief's approval, he should have freedom to float between/among various weekday, weekend, and holiday shifts.
4. The Chief of Police will take the three (3) letters of interest, furnish applicants a copy of the job description with weekly hours and annual salary, conduct a review board comprised of police officers from towns outside the immediate Dighton area, and make a recommendation for a police lieutenant to the Board of Selectmen, when he is ready.
5. On a motion of Selectman Menges, seconded by Selectman Pires, unanimously voted to place the Police Lieutenant job description in the Police Department Policy Manual.

On a motion of Selectman Pires, the meeting adjourned at 12:34PM.

  
Patrick W. Menges  
Clerk of the Board of Selectmen

**JOB DESCRIPTION**  
**DIGHTON POLICE DEPARTMENT**

**JOB TITLE:** Police Lieutenant

**GENERAL STATEMENT OF DUTIES:** The position of Police Lieutenant is a command level employee responsible for the efficient and orderly operation of any assigned unit, shift, or section. A Police Lieutenant will supervise the work performed in the prevention, reporting, investigating, and prosecution of crime.

**SALARY:** The position of Police Lieutenant shall be \$68,640.00 per year.

**FEATURES OF THE CLASS:** The Position is classified as a non-union position. The Lieutenant supervises Sergeants and other subordinates and assumes complete charge in the absence of the Police Chief. Responsibilities of this job will include the supervision and enforcement of all rules, regulations, general orders, and policies and procedures of the Police Department and the Town of Dighton. The Lieutenant will be responsible through the chain of command to the Police Chief.

**AREAS OF ACCOUNTABILITY:** In addition to performing the essential functions of a Certified Police Officer, the Police Lieutenant:

- a) Supervises the scheduling, assignment and direction of subordinate personnel in the assigned unit, shift or section.
- b) Employs leadership by example as a motivational tool for all subordinates.
- c) Promotes empowerment of all subordinate personnel.
- d) Maintains an acceptable level of morale and professionalism in the assigned unit, shift or section.
- e) Reports incidents to immediate supervisors and pursues the appropriate course(s) of action.
- f) Initiates or pursues disciplinary actions on subordinates through investigations and reports findings as needed.
- g) Advises subordinates about unusual or complex situations when necessary.
- h) Works various shifts, as needed, to supervise work performance and review activity of subordinates.
- i) Supervises and objectively evaluates subordinate work performance on employee performance evaluations.
- j) Supervises the overall training program and provides command level review of on-shift training and evaluation activities connected with the Field Training and Evaluation Program (FTEP) for recruit officers.
- k) Effectively communicates with the general public, other supervisors and subordinates on the same shift, as well as other units, shifts, sections and divisions.
- l) Appropriately reviews and approves reports prepared by subordinates or delegates thereto.
- m) Provides experienced back up in hazardous or unusual situations when necessary.
- n) Promotes teamwork in the assigned unit, shift or section as well as with other divisions and other law enforcement agencies.

- o) Ensures effective and efficient shift operations and cooperation with other divisions within the department.
- p) Keeps abreast of situations and locations that may require police intervention or special attention and effectively dedicates necessary police resources as needed.
- q) Effectively communicates developments in operations and investigations and directives from superior officers to subordinates.
- r) Is committed to the maintenance of command unity.
- s) Assumes responsibility for all shift operations.
- t) Quickly recognizes potential problems or problems and takes corrective action.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a) Has a minimum of ten (10) years at the rank of Patrolman with the Dighton Police Department.
- b) Understands and enforces town by-laws, state and federal laws.
- c) Understands and enforces Town and department policies, departmental general orders, rules and regulations.
- d) Has an awareness of the cultural diversity of the community.
- e) Provides effective supervision to subordinates in all aspects of police work.
- f) Works and cooperates with officers and other agencies.
- g) Prevents or handles stressful or dangerous situations.
- h) Performs the duties of the job for an entire workday.
- i) Possesses excellent communication skills, both written and oral, with the ability to assist in departmental planning, research and implementation strategies.
- j) Serves and selects employees to serve on inter-departmental and community committees.
- k) Will work a variation of shifts depending on need and supervisor coverage (7 day wk – 40 hrs)
- l) The position of Lieutenant will be categorized as a position where day-to-day operations are addressed and handled.
- m) The Lieutenant will not be exempt from the duties of court officer if the Chief of Police so desires him/her to assume those responsibilities based on experience and knowledge of those duties.
- n) Detail assignments allowed to classification of Lieutenant per current rotating list procedure.
- o) Benefits offered as per Union Collective Bargaining Agreement.
- p) Salary based on seven (7) day work week – forty (40) hour/week (on rotating shift basis).
- q) Wage/Salary increases to be determined by the financial capabilities of the Town of Dighton on a yearly basis.

As having a possible occupational exposure to blood-borne pathogens, the employee is subject to pre-employment reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**EQUIPMENT/JOB LOCATION:**

- a) The employee must be capable of operating all law enforcement and office equipment including police vehicles with all emergency equipment, mobile radios, hand-held radios, cassette recorder, still camera, in car video camera, copy machine, fax machine,

telephone, computer and peripherals, finger printing equipment, audio visual equipment, radar equipment, and both lethal and non-lethal weapons such as pistols, rifles, shotguns, electronic control devices, collapsible baton, and OC pepper spray.

- b) The job location is in the Dighton Police Department. Work is generally performed in a smoke free environment. The work is performed in all kinds of weather conditions and while exposed to dangerous conditions and situations.