

**PROFESSIONAL DEVELOPMENT ADMINISTRATIVE
LIEUTENANT
PROFESSIONAL DEVELOPMENT UNIT
APPLETON POLICE DEPARTMENT**

Reviewed Date: August 7, 2025

NATURE OF WORK

Under general supervision of the Patrol Captain, this first-line supervisory position is responsible for complex supervisory and managerial functions designed to enhance the performance of the Professional Development Unit. This position participates in the hiring process for new officers, coordinates the issuance of new equipment to entry level officers, and oversees the deployment to and return of officer's department related equipment. Manages the purchasing, inventory and maintenance of all officer-related department equipment. Develops and conducts shift-level and department-wide training. The assigned supervisor should be a highly motivated, organized, decision-oriented individual capable of managing complex and large-scale events and organizational projects, paying meticulous attention to detail.

ESSENTIAL JOB FUNCTIONS

In addition to performing all the Job Functions listed in the Police Officer job description, this position has the following requirements:

1. Maintains supplies for all officer-related department equipment, and works with various vendors, contractors, etc. to achieve the optimum prices and services available for equipment purchases.
2. Participates in various communications committees/organizations to remain current on communication changes, regional and statewide interoperability issues, and research enhancements to radio and tower systems, communication regulations and policies.
3. Coordinates the issuance of department equipment for entry-level police officers.
4. Assists with on-boarding of new officers and mentoring program.
5. Establishes workable emergency back-up procedures for equipment.
6. Completes special projects and additional duties as assigned.
7. Coordinates with CEA and Technology Services the technology communication functions, such as laptops, and portable radio communications.
8. Collaborates with the Professional Development Lieutenant to address training needs.
9. Functions as the FTO Coordinator.

REQUIREMENTS OF WORK

1. Knowledge of modern principles, practices and methods of police administration and organization.
2. Knowledge of departmental administrative and management programs.

3. Ability to evaluate subordinate staff member's performance tactfully and impartially, applying commendations and disciplinary action accurately.
4. Ability to delegate authority, responsibility, tasks to appropriate subordinates.
5. Ability to accurately monitor and observe subordinate performance for compliance with directives and established policies.
6. Ability to plan activities, goals, and objectives of staff members and the department.
7. Ability to analyze the department's needs, mission statement, future expansion and manpower requirements, and recommend appropriate changes that are feasible for the department.
8. Ability to identify and bring about changes needed for the department that would improve police protection and public safety.