

POLICE LIEUTENANT
(Class Code 2232)

TASK LIST

Job Overview

The Police Lieutenant class is a supervisory class. Police Lieutenants provide guidance to field patrol units and specialized units directly and through their Police Sergeants. The staff that a Police Lieutenant has depends on the particular assignment and pay grade.

A. Employee Development and Training

1. Counsels employees regarding their performance and behavior, encourages good police work and appearance, interprets and discusses new policies and procedures, tactics and crime problems.
2. Provides training to subordinates so that staff will be safe, prepared, confident, and up to date on the law and Departmental policies and procedures.
3. Trains, develops, and monitors assigned supervisory personnel for the purpose of training their subordinates in service to the community, the attainment of Divisional/Department goals, and the accomplishment of daily tasks.
4. Utilizes assigned supervisory personnel for the purpose of monitoring and evaluating subordinates in service to the community, the attainment of Divisional/Department goals, and the accomplishment of daily tasks.
5. Manages and supervises the Field Training Officer (FTO) Program with a global understanding of its intentions and principles to ensure that probationary officers are properly trained, that the Program is being properly administered and documented, and recommends the request for termination of substandard officers and/or ensures appropriate remediation.
6. Documents or ensures proper documentation of training, counseling, discipline, and performance in order to accomplish department goals and standards.

B. Leadership

7. Provides leadership and demonstrates the Department Mission Statement, Vision, and Core Values by example, decisiveness, training, encouragement, procedural justice, the use of positive discipline, and delegation of responsibility in order to improve and strengthen personnel.
8. Inspires subordinates to attain their fullest potential through mentoring, establishing rapport, and providing positive feedback in order to create a positive work environment.

9. Organizes and builds teams in order to problem solve and improve processes such as patrol operations, desk procedures, deployment of personnel, and to solve community problems in conjunction with the Department Mission statement, Vision, and Core Values.
10. Recognizes employees informally and formally by giving them encouragement, being supportive and writing commendations in order to develop motivation and demonstrate positive discipline.
11. Monitors workplace to ensure a workplace free of harassment, retaliation, discrimination, or inappropriate behavior.

C. Decision Making

12. Reviews assigned personnel complaints (Form # 1.28), determines how complaint should be handled ensuring that due dates are met, who should be interviewed and other important aspects that must be investigated; assigns complaint to a supervisor and explains how to proceed with the investigation; reviews the investigation findings to ensure all mandated aspects of the investigation have been completed; and, submits a summary of the investigation's findings to the Commanding Officer which includes a recommendation regarding the validity of the complaint and any penalty if warranted.
13. Reviews and approves felony and misdemeanor arrest reports, discusses crime particulars with the involved officers, verifies that it is a lawful arrest, ensures that the most appropriate charge section is being used, confirms that the bail or own recognizance is appropriate for the charge, considers Juvenile Diversion Program, reviews and approves evidence to be booked, and, clarifies with officers what revisions need to be made in the report in order to ensure that individuals are correctly charged, booked, and if necessary receive medical treatment.
14. Reviews and evaluates all crime reports to ensure that appropriate Uniform Crime Report Coding has been used.
15. Monitors the area call load and makes tactical assessments on deployment for operations and unusual occurrences in order to utilize available resources within the command such as Gang Enforcement Detail (GED), Narcotics Enforcement Detail (NED), Vice and foot-beat officers.
16. Responds to questions from the media regarding major traffic collisions, natural disasters, hazardous materials incidents, civil unrest, and criminal activities by following Departmental guidelines.

D. Communication

17. Conducts and attends a variety of meetings for personnel and the community including daily roll calls, monthly supervisors' meetings, various business and community meetings such as Community Police Advisory Board, Community Boosters, and Neighborhood Watch/Councils, in order to discuss or gather information on Department policies and procedures and current crime trends or problems and address community concerns.
18. Discusses crimes that occurred during the prior watch and/or significant incidents currently happening with the off going supervisor in order to assume responsibility.
19. Communicates with staff, supervisors, and the public in order to provide information pertaining to laws, Department policies, and Department procedures, and field incidents.
20. Writes entries on watch commanders log including all unusual activities, crime trends and strategies, contacts with other agencies, complaints received, management issues regarding on-going programs, training completed and needed improvements, and all activities that are handled by the watch commander to provide situational awareness to the commanding officer and on coming watch commander.
21. Prepares written communication, including letters, fact sheets, administrative reports, and administrative investigations in order to provide administrative insight, critical analysis, and information/responses to superiors, the public, or officials.

E. Management and Planning

22. While working with the Area Crime and Community Intelligence Center (ACCIC), actively monitors crime trends and assesses effectiveness of daily missions in order to ensure efficient deployment of department resources.
23. Checks in-basket and reviews contents such as projects, assignments, sick reports, injury-on-duty reports, vehicle damage logs, prior watch's occurrence logs, and any other administrative projects, or audits; prioritizes, assigns, and directs staff in order to plan and meet due dates.
24. Assures that the timekeeping system (DPS) is marked accurately on a daily basis and verifies personnel's attendance at roll call, approves all time off and overtime worked to ensure that it is appropriately recorded, approves the deployment schedule each period ensuring that the period's "haves and needs"/patrol plans are met, makes deployment car/duty assignments ensuring that probationary officers are properly assigned to training/experienced officers.

25. Assigns staff to inspect and audit a variety of control systems such as the vehicle damage log, equipment log, overtime, radio call, quality service, warrant control log, Watch Commander log and detention logs in order to ensure that they are being used properly.
26. Responds to all calls from other agencies regarding the misconduct of an assigned officer such as drunk driving, domestic disputes, and narcotics or vice activity, and gathers information about the charge being made, makes proper Department notifications, files a Departmental personnel complaint if warranted, and performs the necessary follow-up in order to obtain information for the Department.
27. Operates various computer systems, such as Teams II, DPS, E-Subpoena, E-learning, CMS, BWV (Body Worn Video), and DICV (Digital in car video) in order to effectively manage personnel and resources.

F. **Field Operations.**

28. Interprets ACCIC data such as daily, weekly, and monthly crime reports, annual reports, and weekly response times looking for patterns or crime trends and intersections with multiple traffic accidents in order to properly deploy personnel to meet Divisional goals of reducing crimes and to improve traffic safety.
29. Collects, analyzes, and documents data for COMPSTAT in preparation for regular Crime Control Meetings and COMPSTAT MEETINGS, and implements knowledge for use in field operations.
30. Monitors and addresses Risk Management issues and utilizes Teams II System in the performance of duties.
31. Listens to the radio and monitors what is going on in an assigned area/division, responds to major crime scenes and significant incidents such as homicides, officer-involved shootings, barricaded suspects, and any other unusual occurrences. Implement the Incident Command System (ICS) as structured under the National Incident Management System (NIMS) and assumes command and control of a situation as warranted to ensure that an incident is properly managed, proper procedures are followed, and proper notification is made.
32. Reviews sergeant's log entries, responds to radio calls to observe officers in the field, and conducts field and station inspections. Rides along with officers in the field, talks with officers, training officers and Sergeants in the field, keeps notes on events that occur, review entries on officer's comment cards and divisional packages in order to prepare or review and improve evaluation reports.
33. Monitors and/or audits productivity of the watch to identify risk management concerns, address employee development, and ensure that department goals are met by utilizing available systems such as ACCIC and the Automated Field Data Report (AFDR).