

INVESTIGATION SECTION COMMANDER/ LIEUTENANT

In addition to the requirements and duties outlined in the job description of Lieutenants, the LIEUTENANT assigned to the Investigations Section shall:

- Exercise authority commensurate with assigned responsibilities and be accountable directly to the Assistant Chief of Police.
- Primary responsibilities to include leading the Investigation Section Detectives and Officers (Criminal Investigations, Intelligence, Crime Scene, Property and Evidence Management, Street Crimes/ Narcotics, Drug Task Force) and conducting investigations as needed.
- Direct all operations of investigations of crime, narcotics and juvenile investigations to include sexual offenses and crimes against children. Also supervise all functions related to ongoing patrol platoon's investigations, arrests and prosecutions including trial preparation.
- Be sensitive to the conduct of juveniles and the existence of hazards affecting them, directing subordinates in the delinquency control effort. Oversee all investigations related to juveniles to ensure compliance with standards and mandates related to the juvenile act.
- Be responsible for the regulation of all investigative functions, which includes proper effective utilization of personnel and the maintenance of proper discipline within the unit.
- Supervise and coordinate all communications concerning criminal matters between the Investigations Unit and other units or section Lieutenants of the department.
- Oversee the acquisition of all information relative to criminal activity and/or the possibility of future criminal actions and the presence of known criminals within the City. In addition, oversee the acquisition of any information concerning locations in the City where criminal activity may occur or where criminals operate.

Prepare roll call briefings for any of the above to be disseminated to the patrol section Lieutenant and platoon Corporals.

- Instruct and direct subordinates in techniques for the discovery and suppression of crime.
- Be always available to respond to critical incidents as requested and take command of the investigative activities of all police personnel at the scene of major or serious crimes including availability for an on call rotation of command staff personnel to ensure appropriate command level response to the field as necessary.
- Assist and provide guidance to personnel with the processing and evidence collection at crime scenes.
- Supervise personnel in crime scene management and processing and ensure Proper evidence collection, packaging, and storage methods
- Supervise personnel in the management and the operation of the departments evidence and property room to ensure that all property and evidence meets all nationally accepted professional and accreditation standards.
- Conduct oversight of all property and evidence collected by police personnel in all sections, units, and divisions to ensure that department policies and procedures are being followed.
- Conduct audits and inspections of the evidence room to satisfy accreditation standards and coordinate with Administrative Section Lieutenant.
- Serve as the department liaison with the Clearfield County District Attorney's Office, Child Advocacy Center, Attorney General's Office Drug Task Force, Pa. State Police Vice and Auto Theft Task force, specialized Units or other law enforcement agencies for the purpose of coordinating activities and exchanging information related to investigations.

- Oversee intelligence operations of the department from Pennsylvania Criminal Intelligence Center, homeland security etc. related concerns to narcotics trafficking and trends, human trafficking, and all other criminal activity or activities that pose risk and concern for the community ensuring such intelligence is identified, collected, analyzed, stored, and disseminated as needed and in compliance with laws and regulations.
- Ensure all agency programs related to crime victim services (Crime Victim lethality assessments program, child abuse, sexual assault, domestic violence, violent crime etc.) and outreach to victims are in compliance with program requirements in coordination with non-government or non-profit organizations and the administrative section Lieutenant.
- Ensure compliance with all legal mandates and standards related to victims of crimes in coordination with Administrative Lieutenant.
- Monitor a policy-based case screening procedure to be followed by Detectives based on solvability factors.
- Ensure Juvenile case management including arrests, custody, and detention meet the legal mandates of the juvenile act.
- Supervise and ensure single day child abuse investigation protocol is followed and notification is made to child Line and child protective services without delay.
- Monitor and ensure compliance as well as conduct notifications where necessary of local Megan's Law Offenders that reside, attend school, or are employed within our jurisdiction and neighboring jurisdictions. Compliance is no longer the responsibility of the Pennsylvania State Police and falls on local jurisdictions.
- Coordinate public information, News, and media releases that are related to criminal investigations with the Assistant Chief of Police.

Job Descriptions

POLICE COMMANDERS/LIEUTENANTS

DIVISION/ SECTION: OPERATIONS/PATROL/ INVESTIGATIONS, ADMINISTRATION

REPORTS TO: ASSISTANT CHIEF OF POLICE

CLASSIFICATION: MANAGERIAL, NON-UNION, MAY BE CIVIL SERVICE EXEMPT

POSITION SUMMARY

Lieutenants report to and are accountable to the Assistant Chief of Police and are part of the command structure of the police department. In coordination with the Assistant Chief of Police, the Lieutenants assist with the overall operation of the police department. Lieutenants will be the Commander of a Section or Division of the department and be responsible for the efficient operation of that Section in strict conformance with, but not limited to, the DuBois City Police Policy Manual, General Orders, and all Policies and Procedures.

The Lieutenants shall be engaged in a well-defined departmental activity on a daily operational basis, by planning, organizing and directing the activities of their Section, maintaining harmonious relationships with other segments of the department, allied agencies and the public, and be diligent in enforcing high ethical standards in the performance and conduct of personnel. Doing so ensures professionalism at all levels of operations and prevents and reduces liability from employee conduct or police operations.

ESSENTIAL FUNCTIONS

- At all times inform themselves of the affairs of the department and be assured that the duties of their subordinates are properly discharged and are in conformance with the police department's mission, philosophy and values.

- When beginning a tour of duty, secure all information pertinent to the proper conduct of business from all available sources including other unit commanders. At the conclusion of their tour, impart such information as may be necessary for the continued proper conduct of business to whoever is best able to use that information in the best interests of the department.

- Promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance by all personnel.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie with the police agency, suggesting alternative procedures to be followed.
- Shall ensure civil treatment and protection of rights of all persons coming into the scope of police authority and that professionalism and high standards of the agency are maintained by personnel.
- Thoroughly familiarize themselves with conditions or problems requiring police attention.
- Make prescribed reports and keep records necessary for the operation of their unit.
- Examine reports to insure conformity with the procedures for complete and accurate investigation and reporting.
- Make daily inspections to observe conditions within their respective units, including efficiency of operation and conformity with regulations and orders, initiating all necessary corrective actions.
- Ensure prompt reporting to other City departments of any important matter falling within their jurisdiction.
- Avail themselves of the resources and services of other department divisions and units to achieve common objectives.
- Be alert to the need for improved techniques in unit operation and submit recommendations through the proper channels.

- Establish duty hours in accordance with community and staffing needs, being available for duty at all time in cases of special need or emergency, including a rotational schedule of command staff to ensure availability of command staff personnel to respond in the field when needed. In the absence of the any other Section Lieutenant, assume responsibility for that unit.
- Make periodic examinations of time and activity reports to insure proper deployment of assigned personnel.
- Collaborate with division and other unit commanders for the purposes of establishing department policies and procedures.
- When required, assist with inquiries and investigations involving employees of the department, to include assisting at Civil Service hearings.
- Provide inspections of the firearms, ammunition, clothing, belts, holsters, accessories and all accouterments of assigned personnel, promptly correcting any deficiencies.
- Ensure proper management of the scheduling of personnel of their supervision with assistance for clerical staff.
- Recommend and or implement at the front line supervisory or intermediary level corrective actions plans, counseling, and or discipline where appropriate in coordination with the Administrative Section.
- Lieutenants are accountable to ensure section or division operations and personnel under their command are in compliance with the DuBois City Police Mission, Values, and Vision Statement, Policies, and General Orders as well as all Federal and State Laws and Local ordinances.
- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel under their supervision. Properly

document and report all instances of non-compliance to the Division Commander.

- Make examinations of assignments, time reports, and all miscellaneous reports concerning personnel under their command to ensure proper deployment and control.
- Impartially monitor employee performance, wellness, and perform employee evaluations in coordination with front line supervisors and the administration section.
- Shall keep the Chief of Police, Assistant Chief of Police and command staff advised of all internal or external matters that have been brought through the chain of command, which have direct bearing on the goals and objectives of the police department.
- Examine reports for conformity with established departmental procedures for the complete investigation and reporting of incidents, referring improper or incomplete reports in reverse order through original channels for correction and explanation of deficiencies.
- Liaison to external organizations, attend meetings, seminars and classes, serve on committees and boards as directed by the Assistant Chief of Police or Chief of Police.
- Supervision of special assignments or events as assigned by the Chief of Police or Assistant Chief of Police.
- May be required to make presentations before various groups, including municipal management, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events. Liaison to external organizations, attend meetings, seminars and classes, serve on committees and boards as directed by the Chief of Police.

- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Consults, confers and coordinates with municipal departments, citizens groups and officials regarding issues.
- Be a recipient of initial citizen complaints regarding employees and conduct a preliminary investigation including obtaining statements or supporting documents of the complaint, document findings, and forward to the to the Administrative Section.
- Other duties as assigned by the Chief of Police or Assistant Chief of Police.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Knowledge of principles, practices, and techniques of modern law enforcement management.
- Principles of leadership, planning, policy development, human resources, and or management concepts.
- Principles and practices of developing and providing training, and effective day to day management and direction to others.
- Understanding of Employment Laws.
- The laws of the United States, Commonwealth of Pennsylvania, The ordinances of the City of DuBois, and the Pennsylvania Rules of Criminal Procedure.

- The DuBois City Police Policies and Procedures, directives, and general Orders.
- Criminal law, with particular emphasis on apprehension, arrest, and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in Court.
- Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting and photography.
- Recent Court decisions on arrest procedures and the handling of suspects and prisoners.
- Use and care of firearms.

Ability to:

- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Manages operational tasks, research and administers projects, prepares clear and comprehensive reports, and make presentations.
- Plans, schedules, and delegate tasks to others.
- Comprehends verbal and written instructions; organized and prioritizes workload efficiency;

- Communicates effectively to subordinates, supervisors, and the public.
- Sets priorities and meets deadlines.
- Reacts calmly and think rationally in emergency situations
- Withstands a moderately stressful work environment
- Works independently on difficult and complex tasks
- Accuracy reading reports services requests
- Understands and carry out oral and written directions in order to accomplish assigned tasks in a timely matter.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to meet and deal with the public with tact and diplomacy.
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times.
- Ability to lead and guide subordinates toward and through self-directed activities.
- Ability to lead by example with a good attitude, excellent quality work and regular dependable attendance.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Sitting, standing, walking, running, kneeling, crouching, crawling, jumping, or climbing over obstacles may be required. Sometimes for extended periods of time.
- Occasional heavy lifting over 150 pounds maybe required.
- The unknown environment of people's residences and crime scenes will be encountered.
- Exposure to all weather conditions may occur.
- Position requires working assigned shifts, which may also include being called in for nights, weekends, and holidays.

Special Requirements

1. All applicable civil service requirements unless exempt.

Selection Guidelines

1. See department policy on promotions and current civil service guidelines.