

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.