

ADMINISTRATIVE SECTION COMMANDER/ LIEUTENANT

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

- Exercise authority commensurate with assigned responsibilities and be accountable directly to the Assistant Chief of Police and Chief of Police for developing and providing for:
 - A. Planning, research, grants.
 - B. Staffing and Personnel matters.
 - C. Recruitment, testing, and training programs
 - D. Crime prevention strategies
 - E. Community Oriented Policing Programs.
 - F. Integrity, Accountability including discipline, Risk Management
 - G. Policy, Procedures, Accreditation Standards.
 - H. Compliance with mandatory reporting and legal mandates
 - I. Facilities, Fleet, Equipment, Procurement, and Technology
 - J. Departmental Budget.
 - K. All department records
- Exercise authority commensurate with assigned responsibilities and coordinate with and be accountable to the Assistant Chief of Police for providing:
 - A. Employee and Citizen complaint process
 - B. Administrative Investigations and discipline
 - C. Auxiliary Services/ Contract staffing and budgeting
 - D. Public Information
- Determine the existence of any manner of corrupt or unethical practice within the department and address the matter by the means dictated by departmental policy and procedures.

- Investigate and or supervise and otherwise be responsible for thoroughness of any administrative investigation resulting from a complaint filed against any sworn or civilian employee of the police department and bring to final disposition by the identified process per department policy.
- Establish and maintain a file containing final dispositions of all personnel complaints. Prepare and submit, through established channels, a quarterly, semi-annual and annual report listing all personnel matters and their final disposition.
- Conducts Use of force reviews, recommends and or implements corrective actions plans, counseling, and or discipline where appropriate with command staff, unit or division commanders, Assistant Chief of Police and Chief of Police.
- Maintain all personnel and training files, manage employee performance evaluations and early warning and intervention programs or systems
- Maintain vendor management, research and procure all equipment and supplies, and ensure that all departmental purchases are made within established guidelines and in accordance with the operational budget and ensuring proper bidding requirements are met if applicable including managing the disposal of vehicles and equipment.
- Coordinates the department's recruiting and employment process, background investigations, civil service testing, physical examination, and employee wellness program in cooperation with the Human Resources Department and Civil Service commission.
- Identify all areas of liability and risk associated with police operations, employees, and the City of DuBois.
- Supervise all clerical and administrative staff
- Conduct inspections of all divisions and units of the department to determine whether established policies, procedures and regulations are being properly

obeyed in the spirit in which they were designed and are in conformity with established accreditation standards.

- Cause reviews, audits, and inspections to determine whether the department's resources are being fully, properly and economically utilized. Prepare reports on agency operations/service delivery to determine performance, effectiveness, and efficiency.

- Oversee the implementation and coordination of all Departmental Crime Prevention and Community Policing Programs. Coordinate all Community Policing Programs activities and strategies with section or division commanders and Units and supervise Officers assigned to the Community Services Unit.

- Develop, maintain, and direct department training programs including the field training program (FTO) and research and recommend policies or training that will enhance the performance of the individuals and/or the department and meet best practice and legal mandates.

- Be managerially and fiscally responsible to the City of DuBois related to the budgetary needs of the department. In coordination with the Assistant Chief of Police and Chief of Police prepare and submit the annual police department budget. As needed or required prepare reports to the Assistant Chief of Police and Chief of Police on budget performance.

- Manage and maintain all police facilities, fleet operations and maintenance program

- In coordination with the Chief of Police actively promotes strategies to develop positive relationships with community and establishes and implements community relations service programs.

- Research grant funding opportunities, prepare, submit, and manage grant programs, and other resources to aid in police service delivery.

- Confers with and makes recommendations to the Police Chief regarding projects and programs and maintains the development and implementation of department strategic plan.

- Ensure agency compliance with legal mandates related to Uniform Crime Reporting, MPOETC, Penn Dot Crash Reporting, PPRS, PCCD Juvenile Offender Compliance Monitoring, Child Abuse, SATEC, CHRI, etc.

- Ensure proper records retention, expungements, and security requirements are followed according to state and federal law and department policy.

- Ensures due diligence, documentation, and compliance in all sections and divisions with legal mandates related Protection from Abuse Orders and PFAD reporting, Criminal Arrest Warrants, and Involuntary Commitment (302) Orders.

- Manages state or federally funded enforcement programs and associated budgets

- Management of the Booking Center and cell blocks including maintaining budget, records, generating reports, maintenance of equipment, and coordinating with County officials.

- Maintain training and compliance with CLEAN/NCIC, JNET, and FBI CJIS, with the associated records, completing validations, and audits.

- Maintain and or supervise the maintaining all internal software and computer programs, records management system (RMS), information technology systems (I.T.), including networking, related hardware and software programs, CLEAN/NCIC terminal, JNET, and coordinating maintenance, network security as the LASO, and services with I.T or other vendors.

