

Winslow Police Department Job Description



Lieutenant

I. Job Summary

The Lieutenant is a supervisory position reporting directly to the Police Chief. The Lieutenant will have the same authority to administer all functions of the Police Chief in the Chief's absence and serves as the second in command. The Lieutenant will work the hours directed by the Police Chief, adjusting his or her schedule as the daily needs of the department dictate. The primary role is administrative duties, assisting patrol as necessary, unless working patrol overtime shifts. In the absence of the Police Chief, the Lieutenant will work the Chief's schedule.

The Lieutenant is subject to the general direction from the Police Chief. He/she is responsible for the direction and control of employees under his/her command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. He/she will provide for continuation of command and/or supervision during the absence of the Police Chief. The Lieutenant will be part of the union bargaining agreement but will not be allowed to fill either union officer position (President or Vice President) since it will conflict with his/her job duties and responsibilities.

II. Job Duties

A. Essential functions listed in order of importance:

1. On call **24-7** unless on vacation, sick leave or other approved absence. Days off are not considered approved absence.
2. **Must be capable of directing all major incidents and/or emergency enforcement operations** until relieved by The Police Chief. Must have a complete and in-depth knowledge of all laws and standard operating procedures needed to be in charge of a command post.
3. **Updates the Police Chief immediately** on all personnel issues, union matters or monetary concerns. Must maintain complete confidentiality regarding all administrative situations, especially all communications between the Lieutenant and the Police Chief. **Promotes harmony and cooperation among all personnel and units of the department.** Maintains discipline and morale within the department.

Submits written reports and recommendations of all infractions by members and where a member has consistently refused to improve his conduct, despite efforts. Reviews performance evaluations and disciplinary and counseling actions taken by his subordinates. Investigates personnel complaints and conducts internal investigations as assigned by the Police Chief.

4. Direct supervision of all daily activities of both Sergeants. Ensures that both Sergeants are properly instructing Patrol Officers. Oversees daily operations of the Detective. Periodically inspects the evidence room to ensure integrity and accuracy. Holds the only other key to the evidence room other than the Detective. Is responsible for overall supervision of all departments. Will review all complaints daily. He/she will ensure that all reports are complete and turned in, in a timely manner. Must be well versed in use of force, vehicle pursuit, blood borne pathogens, first report of injury, OSHA and MDOL standards, and any other required reports that result from patrol functions. Ensure that all required forms are completed and submitted in a timely manner.
 5. Coordinates departmental training. Keeps and maintains all training files of all subordinates under his command. Submits in writing annually to the Police Chief that all mandated training required by the MCJA has been properly completed. Oversees, with the help of both Sergeants and the FTO, all training of new Officers. Completes the new hire check-off sheet completed by the Police Chief to ensure all Officers are trained consistently and in full compliance. Submits to the Chief a detailed report of all new Officers prior to the expiration of their probationary period or acceptance into the Basic Police School.
 6. Prepares performance evaluations annually on all departmental personnel in consultation of both Sergeants. With both Sergeants, issues to all personnel, a list of goals for the upcoming year that will enhance their careers and keep them on a positive track. Make a recommendations to the Police Chief, schools and training needed for each Officer, so that we continue to help each Officer grow and become more proficient in their profession.
- B. *Marginal Functions:*
1. Oversee payroll.
 2. Tracks and records vacation, sick leave, comp time.
 3. Tracks and records uniform allowance usage.
 4. Oversees both Sergeants with schedules and vehicle maintenance.
 5. Patrols the Town as needed enforcing laws and ordinances.
 6. Helps the Police Chief with grant writing as needed.
 7. Helps the Police Chief with writing and updating SOP's as needed.
 8. Performs such other related duties in the management and administration of the department or other assignments as may be assigned by the Police Chief.

III. Job Specifications:

- A. *Required Education and Experience:*
1. Must be a full-time Maine certified law enforcement officer in good standing.
 2. Must have at least (5) years or more years of full-time experience.
 3. Preference will be given to supervisory experience.

4. Shall be of good moral character.
5. Must have a valid Maine driver's license.
6. Must be able to legally possess a firearm.
7. An Associate Degree or higher in criminal justice, public administration or related field of study would accentuate the qualifications.
8. The hiring process will follow the union contract Article 6-Promotions & Vacancies.
9. Meet all the requirements of this job description for the Winslow Police Department
10. Pass a medical exam and drug test.
11. Pass a background check, psychological exam, and polygraph examination.
12. Must be able to complete the MCJA executive certification within two years of appointment.

B. Knowledge:

1. All principles and practices of modern law enforcement.
2. Knowledge of applicable Federal, State and local laws and regulations.
3. Ability to investigate criminal or patrol matters that may arise.
4. Ability to deal fairly and effectively with staff, other departments and the general public.
5. Keep personal life free of actions that will bring discredit upon the department, or hinder your ability to perform your job.
6. Ability to communicate effectively, both orally and in writing.
7. Knowledge of departmental computers, all equipment, and proper operation of cruisers.
8. Ability to perform community policing functions.
9. Knowledge of the Power DMS program.
10. Knowledge of When 2 Work program.
11. Thorough and complete understanding of Title 17-A, Title 29-A
12. Thorough knowledge of the LEOM
13. Current knowledge of all case law, new laws, Giglio, Carroll Doctrine, Terry V. Ohio.
14. Working understanding of the 4th, 5th, and 6th amendment.
15. Any other related fields required by the Police Chief.

Iv. Other Job Functions:

A. Environmental Factors:

1. Exposure to all and extreme weather conditions;
2. Exposure to varying light conditions; all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
3. Exposure to fire, smoke, chemical leaks/spills: nearby, as necessary to provide emergency services;
4. Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.

B. Physical/mental requirements:

1. Effect arrests;
2. Subdue resisting individuals;
3. Run fast for a short period to apprehend a suspect or provide emergency assistance;
4. Lift 50 lbs. occasionally; lift and carry equipment and persons;
5. Force entry into buildings;
6. Climb flights of stairs/ladders and over obstacles;
7. Walk, stand or sit for long periods of time (including driving);
8. Perform life-saving procedures;
9. Fire weapons on duty, maintain target practice skills, clean and inspect weapons;
10. Confront an armed suspect;
11. Drive motor vehicles under emergency and non-emergency conditions;
12. Effective audio-visual discrimination and perception needed to:
13. Make observations;
14. Drive safely and simultaneously operate emergency lights, siren, radio and mobile data terminal;
15. Speak clearly and concisely;
16. Hear and understand radio, telephone, and normal range verbal communications;

C. Equipment used:

1. Motor vehicles
2. Duty weapons
3. Writing implements
4. Office equipment-computers, typewriters, printers, telephone systems, photocopiers
5. Radio communications-portables, mobiles, data terminals, etc.
6. Basic tools and equipment-first aid supplies, fire extinguishers, restraint devices, flashlights, batons, helmets, uniforms, OC spray, etc.
7. Electronic gas pump

This is a working document that will be updated annually by the Police Chief as needed.

Covers: Lieutenant Hubert

Updated February 17, 2022