

Bowie Police Department - General Orders



TITLE: POSITION DESCRIPTION – POLICE LIEUTENANT		NUMBER: 312
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AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS: 12.1.2-d, 21.2.1-a	TOTAL PAGES 3
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I. PURPOSE

As a police administrator, the Lieutenant is expected to perform all duties required of every police officer either directly or through his/her subordinates and is responsible for the work of operational line officers. As the vital link between patrol officers, corporal, sergeant, Deputy Chief, and the Chief of Police, the Lieutenant is concerned with the achievement of Departmental policy and mission. The Lieutenant must understand the Department's policy and mission, assist and instruct in its execution, and translate policy into accomplishing the job. The Lieutenant, having regular direct contact with the supervisors, performs a dual role: technical, having to do with the proper methods of performing the basic police function and interpersonal, having to do with the human relations involved in directing the work of others.

Good self-discipline is a character trait within an Officer that causes the Officer to adhere to high standards of work and behavior on a voluntary basis. Officers are expected to develop and apply good work habits and to conform their conduct to the Department's rules, regulations and statements of policy. The supervisor establishes these work habits through the climate of supervision and personal example.

The most difficult part of a supervisor's job is administering disciplinary action when an Officer's conduct falls short of the standards and expectations established by these General Orders or any other applicable rules, regulations or policies of the City; it is, however, imperative that a supervisor, including a Corporal, where appropriate, be willing and able to administer disciplinary action when appropriate. Forms of disciplinary action are discussed in other General Orders, the Bowie Police Department's Code of Conduct and the Law Enforcement Officers' Bill of Rights.

II. POLICY

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed. The Police Lieutenant is superior to the grade of Sergeant and subordinate to the grade of Captain. Sergeants who have served three (3) years of service in the position of Sergeant with the City of Bowie Police Department and maintained a

satisfactory performance rating or better will be eligible for promotion to the grade of Lieutenant. Refer to General Order 319 for the promotion process.

A. Nature of Work

An Officer with the rank of Lieutenant performs responsible municipal law enforcement management.

The responsibilities of the position involve the command and coordination of subordinate officers engaged in general duty law enforcement. Work also involves supervising the conduct of follow-up criminal investigations. Work requires the use of seasoned judgment in the command of subordinates under normal and emergency circumstances. Work is performed with considerable independence and in accordance with applicable laws, ordinances, and regulations, under the general supervision of the Deputy Chief. Work is reviewed through observation, discussions, and reports for results obtained.

B. Examples of Work

1. Inspects the appearance of subordinate officers and Police Administrative Personnel; assigns officers to patrol areas; relays and explains special orders and information; irregularly conducts proactive patrols and provides back-up to officers as necessary; checks employee performance in the field; gives guidance to employees when necessary and evaluates and rates the performance of employees.
2. Assists in the apprehension and arrest of law violators; questions suspects and interviews witnesses; makes court appearances.
3. Reviews reports of subordinates and prepares reports for the Captain, and, when directed by the Captain, for the Deputy Chief, Chief of Police, City Administration, and other government agencies as needed; responds to and takes command of major incidents or emergencies.
4. Administers investigations; reviews reports and makes investigative assignments as appropriate; provides guidance and assistance relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.
5. Administers the training officer program; patrols with new Sergeants and instructs them on supervisory police procedures; evaluates subordinates during the probationary period.
6. Performs patrol and other related work as required.

C. Desirable Education and Experience

Graduation from high school and considerable experience in law enforcement work; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Extensive knowledge of modern police practices, administration and methods;

2. Extensive knowledge of department procedures, rules, and regulations;
3. Considerable knowledge of applicable federal, state, and local laws and ordinances, including laws of arrest;
4. Considerable knowledge of the street layout and geography of the City of Bowie;
5. Extensive knowledge of the principles and methods of organization, management, and supervision;
6. Ability to assign, supervise, review, and evaluate the work of subordinates;
7. Ability to communicate effectively, both orally and in writing;
8. Ability to analyze situations quickly and objectively and to determine proper courses of action;
9. Ability to maintain records and prepare reports;
10. Ability to establish and maintain effective working relationships with others;
11. Ability to meet such physical requirements as may be established by MPCTC;
12. Skill in the use of firearms and such other regular and special police equipment as may be assigned.
13. Knowledge of police communications and regulations.