



## Title: Police Lieutenant

FLSA Status: Non-Exempt

### BRIEF DESCRIPTION:

This position is responsible for assisting in the overall management and administration of subordinates by assuming command of operations of a shift, division or the absence of the captain. In addition to the duties of a police officer, this would include the performance of administrative staff duties; briefing and training with regard to new developments, regulations, techniques, inspections, and enforcing department policy and procedures.

### DUTIES and RESPONSIBILITIES:

Supervise and guide subordinates in the performance of their duties; conduct shift briefings; training; performance evaluations; handle personnel issues and investigate allegations of misconduct; educate subordinates about regulatory changes and new police technology or methods; review and approve reports; maintain logs and ensure the upkeep of departmental records; perform duties of a police officer and assist with special projects; review and approve documents and conduct inspections of personnel and equipment; enforce department policy and procedures; and participate in community activities and public presentations.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Supervise and guide subordinates in the performance of their duties by ensuring policies and procedures are followed; performs police duties by handling complaints; conducting operations and performing special assignments.	50%
2	L	Reviews and approves reports; reviews arrest warrants; assist personnel with investigations; conducts performance evaluations on subordinates; train new personnel; and reports all activity that occurs during shift.	25%
3	L	Performs patrol and police duties by conducting operations, special assignments and investigate complaints; investigate crimes and conduct interviews; analyze and recover evidence; create and maintain reports; create and execute arrest warrants; and maintain files.	25%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Additional training beyond high school may include P.O.S.T., supervisory, law enforcement, personnel management, or criminal justice training.
Experience	Must have attained permanent status at the rank of Sergeant with the Thibodaux Police Department and must have held this position continuously for a period of two years at the time of the examination for the rank of Lieutenant. Must have five years of Law Enforcement experience (60 college semester hours in law enforcement curriculum may be substituted for one year of required experience).
Supervision	Work requires Supervising and monitoring for a regular group of employees or a department division. Functioning as a lead worker performing essentially the same work as those being directed, and includes overseeing work quality, training, instructing, scheduling work, and completing performance evaluation.
Human Collaboration Skills	Work may require providing advice to others outside of the direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach an agreement. Elements of persuasion may be necessary to gain cooperation and the acceptance of ideas.
Technical Skills	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Required Skills	<p><u>Judgement and Decision Making</u> – Evaluates the best method of research and then exercise appropriate judgement in establishing priorities and resolving complex situations. Consider the relative costs and benefits of potential actions and choose the most appropriate one.</p> <p><u>Interpersonal Relationships</u> – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and department benefit.</p>
Communication	Ability to communicate ideas effectively, including the preparations of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy in a confidential manner. However, this may be obtained from experience and self-study.



<p>Coordination of Work</p>	<p>Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work assignments. Establish priorities for the completion of work in accordance with sound time-management mythology. Performs a broad range of supervisory responsibilities.</p>
<p>Math</p>	<p><u>Intermediate</u> - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
<p>Writing</p>	<p><u>Intermediate</u> - Ability to prepare effective written communication using proper English usage, spelling, grammar, and punctuation. Ordinarily, such education is obtained in high school up to college.</p>
<p>Certification &amp; Other Requirements</p>	<p>Louisiana P.O.S.T. Certification and a valid Louisiana Driver's License and an acceptable driving record. Pass the required Civil Service Examination (Written) and (Oral) and be in a selectable position.</p>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium <b>X</b>	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, making presentations, observing work duties, observing work site
Sitting	C	desk work, driving, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	F	equipment, files, supplies
Carrying	F	equipment, files, supplies
Pushing/Pulling	O	equipment, file drawers, hose, tables and chairs
Reaching	F	equipment, files, and supplies
Handling	C	monies, paperwork
Fine Dexterity	F	calculator, calibrating equipment, computer keyboard, telephone pad
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	from computer to telephone, getting inside vehicle
Climbing	O	ladders, onto equipment, stairs
Balancing	R	on equipment
Vision	C	computer screen, driving, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)	N/A	N/A



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, copier, calculator, police vehicle, radar gun, handcuffs, baton, police radios, cameras, tool sets, car jacks, fire extinguishers, and guns.

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	F
Physical Danger or Abuse	C
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	M
Wetness/Humidity	D
Physical Hazards	D

**PROTECTIVE EQUIPMENT REQUIRED:**

Bullet resistant vest, safety glasses, ear plugs, kevlar helmets, gloves, gas masks, tasers, and guns.

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			



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**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

_____	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date

Comments: \_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.