



Title: Police Lieutenant

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to supervise officers and divisions and ensure department policies and procedures are followed. This is accomplished by conducting briefings; monitoring calls; assisting subordinate officers; assigning law enforcement assignments; checking reports; responding to complaints; issuing citations; making arrests; appearing in court when needed; monitoring and recording shift hours; guiding and training detectives; coordinating cases with other law enforcement agencies; investigating narcotics situations; conducting surveillance; obtaining arrest and search warrants; and seizing all illegal narcotics and property. Other duties include assisting SWAT in critical situations; planning and organizing special events and fundraisers; performing checkups on past victims; keeping track of maintenance performed; preparing trainings for officers; completing paperwork; and handling discipline and corrective actions against officers.

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 | M | Patrols the city by operating a police vehicle; issuing traffic citations and misdemeanors; executing arrests; conducting crash and criminal investigations; responding to calls; and monitoring the police radio. | 35% |
| 2 | H | Performs arrests and handles complaints by responding to calls; solving problems; providing counseling to citizens; conducting emergency first aid practices when needed; collecting evidence; receiving warrants; pursuing fleeing suspects; using crime fighting equipment when necessary; and issuing citations. | 25% |
| 3 | M | Performs managerial and supervisory functions over the officers by preparing the shift time management; acting as a leader for any events during a shift; reviewing and correcting paperwork; assisting officers with tasks as needed; approving bonds; completing employee evaluations; and ensuring that all department policies and procedures are being followed. | 20% |
| 4 | S | Testifies in court by presenting information to a judge and jury; | 10% |



| | | | |
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| | | assisting in the conviction of those arrested; meeting with officials to discuss cases and hearings; and preparing the necessary evidence for trials. | |
| 5 | M | Conducts training sessions and activities for officers by creating lesson plans and tests; keeping records of trainings; using firearms and explosives; making presentations; and training K9 units. | 10% |



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 criminal investigation, law enforcement, and supervisory responsibility. |
| Experience | Must have attained the rank of Sergeant or Desk 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 functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |
| Human Collaboration Skills | Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. |
| Freedom to Act | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically. |
| Technical Skills | Skilled: 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. |
| Fiscal Responsibility | This job title has no budgetary/fiscal responsibility |
| Reading | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Math | Intermediate - 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. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, |



| | |
|------------------------------------|---|
| | and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid operator's license and acceptable driving record, Louisiana P.O.S.T. Certification, Louisiana P.O.S.T. Corrections Certification, Louisiana P.O.S.T. Certified Firearms Instructor, Louisiana P.O.S.T. Certified Instructor, Intoxilyzer Certification. Pass the required Civil Service Examination (written) and examination by the board of supervisors (oral) and be in a selectable position. |



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | |
|---|--|---|---|--|
| Sedentary | Light | Medium | X 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 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

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 | for files, for supplies |
| Handling | C | monies, paperwork |
| Fine Dexterity | F | calculator, calibrating equipment, computer keyboard, telephone pad |
| Kneeling | O | retrieving items from lower shelves/ground |
| Crouching | F | 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 | O | 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) | | |



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:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|

| -Health and Safety Factors- | |
|------------------------------------|---|
| 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 |

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

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

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|--------------------|
| 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 |

(2) Outdoors and office environment.

PRIMARY WORK LOCATION:

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



(3)N/A



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: _____

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.