



City of Seat Pleasant

Position Description

POSITION DETAILS

Position Title:	Police Lieutenant	Annual Salary Range:	\$65,887.73 - \$89,728.21
Department:	Police Department		
Reports to:	Police Captain		
Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A		
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractual <input type="checkbox"/> Seasonal		

GENERAL STATEMENT OF DUTIES

The Police Lieutenant performs complex administrative and technical functions and is responsible for overseeing specified agency activities. Primarily governs subordinate employees, sworn and civilian, through intermediate supervisors. The nature of work involves considerable decision making, initiative, and independent judgment in conformity with agency objectives, standards, rules, policies, procedures, and law.

ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

- Ensures that police services are rendered in an effective, professional, timely, economical, and lawful manner.
- Researches, compiles, assembles, prepares, and analyzes information related to crime and agency statistics.
- Regularly communicates with superiors, colleagues, subordinate employees, and outside organizations regarding community policing, crime prevention, and law enforcement administration.
- Recommends and develops rules, regulations, policies, special orders, procedures, and training.
- Assists with preparation of the annual budget, law enforcement grants, and Federal and State mandated reports.
- Motivates, supervises, trains, councils, and evaluates designated staff members for conformance with agency priorities and performance standards.
- Plans, coordinates, and oversees security details, special events, community meetings, training courses, and provisions equipment, schedules staff, discerns travel routes, inspects sites and facilities, collects intelligence information, and collaborates with outside agencies.
- Remains alert for criminal activity, and when necessary, answers calls for service, conducts investigations, performs first aid, apprehends offenders, interviews persons, testifies in courts, and conducts the duties of a patrol officer.
- Conducts Administrative Investigations, recommends disciplinary actions, and resolves sensitive issues.
- Responds to inquiries, compliments, complaints, employee grievances, and public concerns.
- Plans, organizes, and directs the activities of assigned units, divisions, or bureau.
- Monitors legal, regulatory, and technological changes that may affect agency operations.
- Allocates, inspects, and estimates staffing, supplies, and equipment.
- Regularly reviews, approves, or disapproves reports submitted by subordinate employees.
- Responds to critical incidents, takes charge, and makes proper notifications.
- Performs other duties as assigned by superiors.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

ABILITY TO:

- Read, understand, analyze, and interpret technical procedures, laws, regulations, court rulings, professional journals, directives, policies, and job-related documents.
- Establish, maintain, and foster positive and working relationships with superiors, employees, businesses, outside agencies, community organizations, news media, and the public.
- Analyze situations quickly and objectively to adopt reasonable courses of action with due regard for surrounding hazards and circumstances.
- Use and care of general office equipment, telephones, relevant computer software, firearms, police vehicles, portable radios, expandable batons, handcuffs, flares, pepper spray, conducted electrical weapons, FN303's, radar and lidar devices, automated plate readers, preliminary breath-tests devices, body-worn cameras, the smokeless range, and StarChase system.
- Provide effective leadership and promote harmony among employees; resolve friction, maintain discipline, and promote good morale within the agency.
- Follow complicated instructions, accept constructive criticism, independently organize work, set priorities, and meet established deadlines.
- Communicate clearly and concisely, both orally and in writing, using proper vocabulary, spelling, grammar, sentence structure, and punctuation.
- Manage multiple assignments simultaneously with a minimum number of errors and omissions.
- Supervise, assign, counsel, coach, evaluate, and direct subordinate employees.
- Perform accurate mathematical calculations as needed to complete job duties.
- Consistently exercise courtesy, tact, professionalism, discretion, and sound judgment.
- Enforce laws with firmness, patience, prudence, and impartiality.

THOROUGH KNOWLEDGE OF:

- Applicable Federal statutes, State laws, regulations, local ordinances, and the U.S. Constitution.
- The geography of city streets, surrounding areas, and the location of important buildings.
- Law enforcement principles, practices, and techniques regarding police patrol, traffic enforcement, investigation, record-keeping and preparation, juveniles, crime scene control, search and seizure, community-policing, evidence collection and preservation and interviewing and interrogation.
- Principles of supervision, training, risk management, report preparation, business letter writing, and personnel administration.

WORKING CONDITIONS

PHYSICAL:

- Exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, twisting, fingering, grasping, handling, smelling, seizing, holding, controlling, feeling, and assuming cramped or unusual positions.
- Vocal communication for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately, loudly, and quickly.

- Color vision to identify and distinguish colors.
- Visual acuity for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Hearing to perceive information at normal volumes of spoken word, to receive information through oral communications, and/or to make fine distinctions in sound.

ENVIRONMENTAL:

- Exposure to indoor and outdoor conditions including extreme cold, extreme heat, noise, vibration, electrical shock, and radiant energy.
- Exposure to fumes, noxious odors, dusts, mists, and gases, that impacts eyes, skin, and the respiratory system.
- Exposure to blood, other bodily fluids, and communicable diseases.
- Contact with water or other liquids; or non-weather-related humidity.
- Working near and handling mechanical parts and explosives.

SELECTION CRITERIA

Minimum Experience and Education: High School Diploma, five years of sworn law enforcement experience, three years of supervisory experience, valid driver's license, completion of first-line supervisor training, extensive computer and internet literacy, or any equivalent combination of education, training, skills, and experience.

Desired Experience and Education: Bachelor's Degree, three years of supervisory experience at or above the rank of Sergeant, and completion of first-line administrator, basic investigator, and field training officer courses.

Licenses / Certifications: Must possess a law enforcement certification issued by the Maryland Police Training and Standards Commission, be eligible for immediate certification, or qualify for comparative compliance training.

Other Significant Facts: Employees in this position are subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures. May be required to wear Personal Protective Equipment.