

Classification Specification: Police Lieutenant

Classification Number:	26615	Pay Grade:	12
Effective Date:	September 27, 2013	Current Exemption Status:	Nonexempt

Position Summary

Under general supervision from a Police Captain or other administrative supervisor, supervises Police Sergeants and other lower level police officers, dispatchers and student employees assigned to a shift, unit or special event. Assists in the administration of the Collective Bargaining Agreement and general administration of the department. Coordinates large projects. Provides career development assistance to subordinates. Documents incidents, investigates crimes, apprehends and arrests violators, protects lives, and secures buildings and property.

Essential/Primary Duties

- Plans, directs and evaluates work of Police Sergeants, lower level police officers, dispatchers and student employees. Assigns and monitors work duties. Schedules officers and coordinates work flow to ensure priorities are achieved and policies are followed. Reviews and approves/disapproves work product of Police Sergeants and lower level officers, including reports, court paperwork and lesson plans for training.
- Develops skills of Police Sergeants and lower level officers. Recommends and approves training and career development opportunities. Ensures the fair and consistent supervision of lower level officers by Police Sergeants. Investigates complaints against subordinates. Exercising independent judgment, evaluates and conducts performance appraisals of Sergeants and lower level officers, counsels subordinates, issues performance notes, letters of counseling, letters of recognition and reprimands as appropriate; recommends personnel actions to higher ranking command staff (e.g., promotion, suspension, layoff/recall, termination). Evaluates and monitors training of probationary officers.
- Performs emergency and non-emergency law enforcement/policing duties, including enforcing state laws, city ordinances and university policies. Issues citations, apprehends/arrests violators, and testifies in court. Patrols university property on foot, bicycle or in motor vehicle, and carries a firearm. Directs traffic, conducts investigations, and writes reports. Performs crime prevention activities and makes presentations. Relieves dispatchers, answers phones and dispatches calls via radio.
- Reviews and approves/disapproves, monitors, maintains and processes records of subordinate employees' work hours/overtime, compensatory time, sick leave, vacation and personal leave.
- Attends command staff meetings and training courses. Recommends policy changes and revisions, and researches and drafts new policies. Creates, coordinates leads, and implements department-wide projects or programs. Develops and conducts specialized training. Inspects vehicles and equipment. Arranges for necessary maintenance and repair.
- Ensures effective administration of collective bargaining agreement. Trains subordinate employees on, communicates, and enforces policies and procedures. Resolves problems, addresses employee concerns and complaints, and adjusts grievances.
- Serves as scene commander during emergencies and critical incidents. Serves as a member of state, regional and university committees. Acts as liaison with federal, state and local law enforcement and emergency services agencies. Reviews criminal reports and assigns follow-up investigations as appropriate. Supervises and participates in crime scene processing and investigation of serious crimes and incidents. May share on-call responsibilities with other investigators/administrators. Performs duties of Police Captain in his/her absence.

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Experience and Education

Experience

- More than five years related experience required as a full time police officer

Education

- Associates degree in related field required or equivalent of 60 semester credit hours of coursework at an accredited college or university
- Must have and maintain a valid driver's license and be insurable under the University's insurance; OPOTC Peace Officer Certification. Minimum 21 years of age at time of appointment.

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

May have to pursue and physically restrain or subdue combative persons; required to wear 20-30 pounds of equipment daily.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

Must stand for long periods of time; exposed to extreme weather; exposed to unpredictable behavior of persons; performs traffic control on busy streets; and exposed to other law enforcement hazards. May be required to work some nights, weekends and holidays.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

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Supervisory Responsibility

Full-Time

Police Cadet, Police Officer 1, Police Officer 2, Police Sergeant

Part-Time

Providing Direction

Full-Time

Radio Dispatcher 1

Part-Time

Campus Service Officer, Camera Monitor/Dispatcher

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.