

# **COOPERTOWN POLICE DEPARTMENT**

## **Lieutenant Job Description**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY:**

Under limited supervision, directs and supervises the activities of officers as assigned in order to ensure the proper enforcement of all laws, City ordinances and departmental rules, orders, policies and procedures relating to public safety and welfare. Plans daily operations and performs various administrative and/or specialized activities in assigned area of responsibility. Participates in all patrol activities, works under stressful, high-risk conditions. Reports to the Chief of Police. Serves as the agency's Detective, leading the Criminal Investigations Division (CID). Performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

This position receives direct supervision from the Chief of Police. This position directly supervises the Patrol Sergeant and Administrative Sergeant, overseeing the daily operations of the department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to, the following:

- Chain of Command Staff - Lieutenant is responsible for subordinates underneath that rank. Lieutenant oversees day to day operations of the police department and oversees several administrative tasks assigned by the Chief of Police
- Lieutenant is responsible for conducting traffic enforcement, making arrests, and answering calls to assist patrol officers.
- Lieutenant shall make sure all paperwork is prepared and ready for disbursement at all times. The Lieutenant shall report any items that need to be ordered to the Chief as soon as possible. Lieutenant shall make sure that ALL paperwork in the black bins is ready to go. At no point should the paperwork needed for patrol run out or be down to one left. (i.e. Domestic packets, crime scene packets, etc.)
- Lieutenant shall be the chain of command when the Sergeant is not available (for example, vacation, time off, etc.) The Sergeant is the primary contact for patrol officers unless that Sergeant is not available. If the Lieutenant is working and the Sergeant is not, the Lieutenant can serve as the first line supervisor; this also serves when the Chief is working patrol.
- Critical Thinking Skills are a must. Think outside the box.
- Encourage and motivate the team as a whole.
- Make sure ALL gas receipts have been turned in by officers by the last day of the month.
- The Lieutenant is responsible for the patrol and investigations division.

- Detective/CID - This role is tasked by the Chief of Police but it shall ordinarily be under the Lieutenant as the Lieutenant should serve as the main detective/CID.
- The Lieutenant should adapt and overcome situations and must make sound mind decisions, each and every time. The Lieutenant should be physically, mentally, and emotionally prepared all situations to the best of their ability. The Lieutenant should immediately meet with the Chief of Police if they feel that an officer is experiencing a mental crisis.
- All ranks at Sergeant or higher shall work one Sunday per month in addition to their normal scheduled work hours.
- Any position with the rank of Lieutenant or above shall be a salaried position.
- The Lieutenant shall be an FTO within 90 days of promotion.
- The Lieutenant shall respond to emergencies involving agency personnel. i.e. vehicle crash, shooting, death, serious injury, etc or at any time directed by Chain of Command.
- The Lieutenant may have to work weekends if no officers are available to work.
- The Lieutenant shall obey orders given by their chain of command unless the order is illegal, immoral or unsafe.
- The Lieutenant should submit a letterhead to the Chief of Police is they feel as if an officer and/or citizen deserve an award or commendation.
- The Lieutenant will be responsible for dash camera footage and body camera footage when assigned by the Chief of Police. Axon Cameras are the main cameras of use, the Patrol Sergeant and Lieutenant are to make sure officers are correctly and punctually categorizing body and dash camera.
- The Lieutenant shall be responsible for all vehicle maintenance. This includes ALL vehicles that are owned and operated by the Coopertown Police Department unless otherwise indicated by the Chief of Police.
- Hiring - The Lieutenant and the Sergeant should conduct first round interviews and be responsible for sending the passed through to phase II with the Chief of Police. This is subject to change depending on personnel and can be a mixture of interview staff depending on what the job is for. The first round interviews could be the Sergeant, admin staff, HR or outside sources.
- Community Relations - The Lieutenant should engage with the public and be available to assist the public as needed and approved by the Chief of Police.
- The Lieutenant should regularly review body and dash camera footage for quality assurance and officer safety, if applicable. The Lieutenant can also get with the Chief and select videos at random for quality assurance.
- Any ranked officer may suggest policy changes/additions at any time via writing to the Chief of Police. The Chief has the final say on all policies and procedures and shall have the sole authority on modifications, amendments and additions.
- The Lieutenant is responsible for handling phone calls that come into the Police Department during business hours and handle the calls accordingly; this may mean taking the report if other officers are busy. The Admin Sergeant also has this responsibility.
- The Lieutenant is responsible for making sure that all evidence items are stocked and prepared when needed. (i.e. plastic bags, paper bags, etc.)

- The Lieutenant is responsible for completing tasks given to them by a higher command in a timely manner.
- The Lieutenant should conduct at least one uniform and vehicle inspection on his staff which would include the rank of Sergeant. The Sergeant is responsible for the inspections on patrol officers.
- The Lieutenant is responsible for making sure that the PD as well as the male bathroom is clean. This should be delegated to all staff of the PD, only males will need to clean the male bathroom.
- Oversees and coordinates the activities of the Patrol division.
- Lieutenant shall attend regular monthly meetings, such as, VAPIT, CPIT, etc and any other meeting assigned by a higher rank.
- The Lieutenant is responsible for disciplinary action including corrective action as well as write ups and remedial training. All other various forms of discipline that include Demotion, Suspension, Probation and Termination shall be discussed with the Chief of Police.
- Knowledge of TCA's, department policy and procedure, MDIS, TIES, NCIC, RMS and TIBRS
- Verbal Communication - Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Strive to enhance teamwork and build the patrol officer team. Give SMART goals at the monthly meeting for all officers to complete.
- Drive for Results - Sets high expectations of self, accepts responsibility for timely and effective completion of work. Completes all goals as directed.
- Safety - Complies with all safety rules and guidelines maintains awareness of surroundings to identify hazards and help others embrace safe practices.
- Reviews the work of subordinates for competency and accuracy, evaluates and makes recommendations for improvement as appropriate, offers advice and assistance as needed.
- Attends required training courses and seminars; participates in required physical fitness activities.

#### **MINIMUM JOB REQUIREMENTS:**

- Possess at least five (5) years of law enforcement experience. Supervisory and/or experience as a Detective preferred.
- Be at least twenty-one (21) years of age;
- Be a citizen of the United States;
- Be a high school graduate or possess equivalence. No waivers will be granted for minimum education requirements (A bachelor's degree in criminal justice and/or additional certifications are a plus);
- Possess a valid driver's license.
- Be able to pass a polygraph examination.
- Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
- The agency must present a copy of any DD-214s, DD-215s and DD873s along with the application for certification.
- Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence,

theft, dishonesty, gambling, liquor and other alcoholic beverages or controlled substances;

- The commission may consider a waiver from pre-employment requirements for a person who has been convicted of, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor and other alcoholic beverages or controlled substances when the offense was classed as a misdemeanor.
- No waiver shall be granted while officer is under the jurisdiction of the court or considered on probation, whether supervised or unsupervised, and in the case of “driving while intoxicated” the officer shall have met all the requirements of the Tennessee Department of Safety and have been restored his/her permanent driving privileges under the laws of the State of Tennessee.
- No waiver will be granted for a narcotics violation that could result in a felony charge.
- The agency must present a written request for waiver for these charges and provide a copy of the final court disposition of the case.
- Have his fingerprints on file with the Tennessee Bureau of Investigation;
- Have passed a physical examination by a licensed physician;
- Have good moral character as determined by a thorough investigation conducted by the employing agency; and/or the POST Commission; and
- Have been certified by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person’s ability to perform an essential function of the job, with or without a reasonable accommodation.
- Not have been previously decertified as a law enforcement officer by the POST Commission.
- Not have previously voluntarily surrendered their certification as a law enforcement officer.

**Knowledge of:**

Principles and practices of modern law enforcement, which includes patrol, crime prevention, traffic control, investigation and identification techniques, pertinent local, Federal and State laws, ordinances and court decisions with specific reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies including rules of evidence related to search, seizure, and preservation of evidence in traffic and criminal cases. Geography of the City, principles and practices of hazard and safety management.

**Ability to:**

Ability to see. Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the English language. Ability to type and operate a computer. Ability to communicate in the English language under strained circumstances. Ability to demonstrate manual dexterity, strength and proficiency by qualifying with firearms as required by the State of Tennessee and the Coopertown Police Department. Ability to stand and walk for extended periods of time. Ability to rise, kneel and crawl unaided. Ability to twist upper body without injury. Ability to coordinate two or more physical operations simultaneously. Ability to work outdoors in adverse weather conditions involving heat and cold. Work a varied schedule. Ability to control emotions under stressful conditions. Ability to interact with coworkers to accomplish work. Ability to show independence and autonomy. Ability to make quick and sound decisions in stressful situations. Ability to understand and follow City/Departmental policies, rules and regulations. Ability to identify and

distinguish between primary colors. Ability to work effectively around mechanical hazards. Ability to pass an extensive background investigation conducted by the Coopertown Police Department. Ability to pass a medical examination, polygraph, psychological and/or drug screen if required by the City of Coopertown and/or the State of Tennessee. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Ability to crouch and/or stoop. Ability to walk and run unaided for specified distances. Ability to withstand the physical strain of police work. Deal firmly and tactfully with the general public. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Prepare clear and concise technical reports.