

LIEUTENANT

A. SUMMARY

Subject to direction from the Chief or Deputy Superintendent, a Lieutenant is responsible for the immediate supervision and control of all members under his/her command and is responsible for their efficiency and effectiveness as members of the Department. He/she performs various functions relating to either administration or operation of the Department as directed by the Chief or Deputy Superintendent.

In the absence of a Deputy Superintendent, a Lieutenant may be directed to assume the powers, duties and responsibilities of a Deputy Superintendent, subject to any limitations set by the Chief of Police.

A Lieutenant may assume the powers, duties and responsibilities of any position that requires the rank of Lieutenant. These positions include Detective Lieutenant, Officer in Charge, Internal Affairs Officer, Training Officer, Lodging House Officer, Liquor Officer and the Court Prosecutor position. Lieutenants may be required to work at different hours of the day and night depending upon their assignment.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Lieutenant to:

1. Maintain discipline and morale within the Department. Submit written reports, as directed, in all cases of infractions by members or where a member has consistently refused to improve his/her conduct, despite efforts by themselves and his/her Officer-in-Charge.
2. Investigate personnel complaints as assigned by the Chief.
3. Ensure proper processing of all complaints by citizens.
4. Promote harmony and cooperation among all units of the Department.
5. Organize and assign duties to assure proper performance of departmental functions.
6. Prepare required correspondence and reports and maintain proper records of departmental activities. Communicate information as required.
7. Examine for approval or disapproval all reports or records submitted. If approved, initial the report or record in the proper place. If disapproved, order the officer to correct the deficiencies and resubmit the report or record.

8. Respond to emergencies, incidents or dispatches as required. Take command of the situation until relieved by an officer of superior rank.
9. Maintain records of each member's attendance, overtime, days off, leaves of absence, and vacations as directed by the Chief.
10. Periodically inspect all members under their command to assure proper maintenance of personnel and departmental equipment.
11. Assist departmental personnel in the preparation of cases.
12. Prepare efficiency ratings on departmental personnel as directed by the Chief.
13. Actively participate in the identification and recommendation of those officers who would benefit by means of placement in the Departments "Early Intervention System".
14. At the direction of the Chief, observe probational officers, and prior to the expiration of their probationary period, submit to the Chief a detailed written report concerning their qualifications to secure permanent status and his/her opinion as to the desirability of their retention.
15. Ensure that all departmental personnel assigned to them know and execute their duty assignments, and are fully familiar with the rules, regulations, policies and procedures of the Department.
16. Supervise departmental personnel while they are on duty. Take measures through consultation with departmental personnel and personal observation to see that all officers are properly carrying out their police duties. Frequently exchange information on the performance of departmental personnel with their Officer-in-Charge and/or Patrol Supervisor. Where a member of the Department has not properly carried out their duties, bring the matter to the attention of his/her Officer-in-Charge.
17. Ensure that all personnel under his/her command, are aware of those departmental forms, records and reports they are expected to complete and of the manner in which the forms, records and reports are to be filled out. Take steps to see that all personnel under his/her command, properly fulfill their duties in this matter.
18. Faithfully carry out all orders from the Chief or Deputy Superintendent, and communicate to the members of the Department the nature of any orders which affect them.
19. Encourage members of the Department to work with the community to solve problems.

20. Assist in supervision of departmental training as directed by the Chief.
21. Possess a valid Massachusetts Driver's License.
22. Perform other duties as assigned by the Chief of Police.