



## NORTHERN LANCASTER COUNTY REGIONAL POLICE DEPARTMENT

- ☒ General Order  
☐ Special Order  
☐ Personnel Order

Order Number  
**6.3.2**

Subject: <b>Job Description - Lieutenant</b>			
Original date of issue: <b>02/01/2020</b>	Effective date: <b>02/01/2020</b>	Expiration Date:	<b>Until amended or revoked</b>
Reference: <b>Job Descriptions</b>			
Amends:		Rescinds:	
Review Dates: 03/29/2021 (formally GO 6.2.20)			
Index words:			
Distributions: 1. General Order Manuals 2. Reading Verification to all Personnel 3. Distribution via Power DMS			
<b>In interpretation of this chapter, the singular shall include the plural and the masculine shall include the feminine and the neuter.</b>			

This order consists of the following part(s):

### 6.3.2 Job Description – Lieutenant

**JOB TITLE: Police Lieutenant**

**IMMEDIATE SUPERVISOR: Police**

**Chief FLSA STATUS: Exempt**

#### I. Purpose

To provide the members of the Northern Lancaster County Regional Police Department with a clear understanding of the agency policy requirements for job descriptions for police lieutenant.

#### II. Policy

It is the policy of the Northern Lancaster County Regional Police Department to adopt and require the adherence to the standards in this policy for the selection and retention of sworn agency members promoted to the rank of Lieutenant.

### **III. General Definition of Work / Scope of Work Job Description - Police Lieutenant**

**A. DUTIES AND RESPONSIBILITIES**, it is the duty and responsibility of a Lieutenant to perform the scope of work described as follows:

1. An employee in this class supervises activities of a major organizational unit of the Police Department and/or performs responsible staff functions at Police headquarters. A Police Lieutenant has full responsibility for at least one Police Department Division.
2. The employee personally participates in the more difficult police and investigative problems and instructs subordinate officers in the methods to be followed.
3. Supervision is exercised over the work of Police Sergeants, Police Corporals, Police Officers, civilian employees, and CSO/ animal control.
4. The work is performed in accordance with Departmental policies, procedures and General Orders received from the Office of the Chief of Police and is reviewed through observation of results and evaluation of reports submitted.
5. Acts as Chief of Police in their absence.
6. Subject to direction from the Chief of Police, a Lieutenant is responsible for the immediate supervision and control of all members under his command and is responsible for their efficiency and effectiveness as members of the Department.
7. The Lieutenant is responsible for ensuring compliance with the Department's rules, regulations, policies, procedures, general orders, special orders, directives and appropriate statutes and law by individuals within his command. He performs various functions relating to either administration or operation of the Department as directed by the Chief of Police.
8. The Lieutenant services as the agency Accreditation Manager.

### **IV. Police Lieutenant Job Description – Essential and Non-Essential Functions**

**A. Functions** -The Lieutenant must also be capable of meeting the

essential and non-essential functions of sworn police officers, the following are descriptions of work tasks which each police officer must be capable of efficiently performing in an unassisted, individual capacity, unless otherwise indicated. The officer must be capable of performing these tasks at any time, and at all times, repeatedly, upon immediate notice or need to do so, while on duty. The tasks described under the heading "Essential Functions Performed by Police Officers" and "Required Knowledge, Abilities, Skills and Capacities" described hereafter are deemed by the Department to be "essential functions" of the position, which must be performed as a "business necessity" of the Department, as those terms are defined under 29 CFR Sec. 1630.2. The "essential functions" identified will consume nearly all of the time spent on the job by the officer. The failure or inability of an officer to perform most of these tasks could, directly or indirectly, lead to a "direct threat" of significant risk of substantial harm to the health or safety of the officer, a fellow officer, or a citizen whom he is sworn to protect, as defined under 29 CFR Sec. 1630.2.

**B. Specific Functional Requirements** – The position of Lieutenant of Police is a Command Level Function and requires the following capabilities and ability to complete or manage the following activities:

- a) Coordinates and schedules training for employees.
- b) Plans, directs, coordinates, manages, and supervises the activities and personnel of a division of the Police Department.
- c) Inspects the work of Police Sergeants, Police Corporals, and other subordinates by personal observation in the field and through written and oral reports.
- d) Keeps Police Sergeants, Police Corporals and other subordinate personnel informed of new laws, court decisions, Police Department policies and police problems.
- e) Reviews and analyzes work and crime statistics to ensure efficient allocation of Police personnel.
- f) Prepares and supervises the preparation of necessary records and reports relating to activities, and reviews reports prepared and submitted by subordinates.
- g) Implements, coordinates, and supervises special department programs.
- h) Recommends and drafts policies/procedures for department and evaluates existing policies/procedures.



- i) Analyzes current criminal activities in the NLCRPD jurisdiction.
- j) Reviews invoices and purchase orders for correctness and completeness.
- k) Assists in preparation of the Police Department budget.
- l) Considerable experience in police work, including 1 year of experience at the level of Police Sergeant.
- m) SPECIAL REQUIREMENTS:
  - 1. Possession of a valid appropriate driver's permit issued by the Commonwealth of Pennsylvania.
  - 2. Must carry a firearm and qualify annually.
  - 3. Must be currently certified as a Law Enforcement Officer in the Commonwealth of Pennsylvania.
  - 4. Must meet the necessary recertification training requirements established by MPOETC.
- n) Familiarize himself with the authority delegated to him, taking special care to know the substance of his responsibilities and of those under his charge and the limits of his authority.
- o) Ensure that all departmental personnel assigned to him know and execute their duty assignments, and are fully familiar with the rules, policies, and procedures of the Department.
- p) Monitor Supervision of 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.
- q) Frequently exchange information on the performance of departmental personnel with his Patrol Supervisor(s) and the Chief of Police.
- r) Ensure that all personnel under his 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.
- s) Take steps to see that he and all personnel under his command, properly fulfill their duties in this matter.
- t) Faithfully carry out all orders from the Chief and communicate

to the members of the Department the nature of any orders which affect them.

- u) Perform other such duties as the Chief of Police, or his designee, may require.

**C. Considerations and Discussion** – The following areas are areas of consideration and discussion impacting first line supervisory positions.

**Knowledge, Skills, and Abilities:** Effective performance in this position requires thorough knowledge of: Department operations, methods, policies, procedures and practices; relevant Pennsylvania Code and Local Ordinances; the local criminal justice system; local geography, roads and landmarks; report writing, record keeping, and scheduling; crime prevention; relevant community resources, services and activities; media relations; personal computers, networks, and the records management system. Skills and abilities as a supervisor to include: Leadership, enthusiasm, honesty and integrity; ability to analyze problems and adopt an effective course of action; ability to motivate, encourage, and reinforce the best work from others; mastery of the use of police equipment; ability to provide clear and concise testimony in court; excellent emotional self- control; ability to deal firmly but tactfully with other employees and the general public; skill in good written and oral communications; skill in good interview and inquiry; skill in effective community relations; ability to work comfortably with all types of people; ability to maintain a strong client- service orientation; ability to handle multiple priorities, yet remain focused and get assignments done in a timely manner; ability to remember names, dates, numbers, and facts easily.

**EDUCATION AND EXPERIENCE:** At least four years of supervisory experience at the level of Patrol Supervisor and completion of a standard high school course, supplemented by college level course work and training in police work; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

- 1) Acceptable training and experience include the following elements for consideration.
  - ❖ Master's degree
  - ❖ B.A. / B.S. Degree
  - ❖ Graduation from high school at a minimum, with at least 60 credits from an accredited college and substitution of appropriate combination of education, training, and experience
  - ❖ POLEX
  - ❖ POSIT
  - ❖ FBI National Academy
  - ❖ Northwestern School of Staff and Command

- ❖ Other command institute
  - ❖ Maintain certification as a Municipal Police Officer under Act 120 of June 18, 1974 as amended.
  - ❖ Comply with the standards as approved by the Board of Commissioners in effect at the time the position(s) are filled.
- 2) Experience with data storage and retrieval systems, personal computers, and computer networking, digital phone systems, fax and photocopying machines, and hardcopy filing systems are all useful. Should successfully complete the Commonwealth of Pennsylvania MPOETC Training.
- 3) **SPECIAL REQUIREMENTS:** Must have a valid Pennsylvania Driver's License and a good driving record. Must be a Pennsylvania certified law enforcement officer. Must have a clean criminal record, with no indications of use of illegal drugs or abuse of prescription drugs. Must be able to maintain appropriate confidentiality of information and documentation.
- 4) **PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:** Must successfully maintain MPOETC physical standards; must be able to operate a motor vehicle under normal and emergency conditions; must be able to physically subdue and restrain an individual; sitting for extended periods of time; requires extensive walking, standing, running, and frequent heavy lifting and pushing; requires working in adverse weather, flexible shift hours, (to include nights) and stressful and sometimes life threatening conditions; must carry a firearm and qualify at least annually with the weapon.
- 5) **EVALUATION:** Performance will be reviewed and evaluated by the designated supervisor, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Effective: February 1, 2020

By order of



David E. Steffen  
Chief of Police