

# Commander/Lieutenant Job comparison

This is a recommendation to add the Commander position and Pay Scale. Reviewing the job description of the lieutenant, it was found that tasks and duties assigned and completed by the Lieutenants exceed those which are in the description. Reviewing the Captain job description, it was found to be more fitting to the job that is currently being done but still did not encompass all that the Lieutenants do. These tasks and duties fall more in line and are equivalent to Commander job descriptions. Given that the department no longer has the Captain position, and the Lieutenants have been performing the duties of Commanders, it is recommended to freeze the Lieutenant position and Pay Scale and add the Commander position and Pay Scale.

## Talking Points

1. Doing the same job tasks and duties as commanders at other agencies without the title or pay.
2. The current duties and responsibilities exceed what is written in the current Lieutenant job description.
3. The work being done by the Lieutenants falls more in line with the captain's job description, but it does not even cover all the duties and responsibilities the Lieutenants currently do.
4. Commanders are over divisions comprised of multiple sections or units. The department is divided into two divisions These are operations and patrol. The operations division includes the investigations unit, property and evidence, support officers, victim services, and records. The patrol consists of patrol, traffic, and soon to add K9, as well as traffic and DWI enforcement.
5. Further when the study was conducted, the Lieutenants were compared to Commanders at other agencies that did not have lieutenants.
6. Span of control- Optimal is 5 direct reports, the lieutenants currently have 5 to 9.
7. The department is still understaffed based on current staffing models - The last updated population was 20,249 on the city's website. This does not include the swell population or ETJ. The current staffing model states 2.2 officers per 1000 residents, putting the department needing 45 total officers. This would mean the department is down by 7 officers. This would further impact span of control.

## Budget impact

Projected Commander salary – \$113,401.60- \$122,116.80

Current Lieutenants salaries

Lieutenant 1 – 105,518 difference 7,883.60 (Step 1- 8 years)

Lieutenant 2 – 92,664 difference 20,737.60 (Step 1 2 ½ years)

These are the duties for the position of Commander. The items highlighted in yellow are the overlapping duties of Lieutenant and Commander. The items highlighted in green are the duties of the Commander.

- Assume all the required duties of a Manor Police Officer under direct supervision of the Assistant Chief.

- Assists in supervision and coordinating the various functions of all divisions and formulating and revising general orders on policy and procedures, and analyzing operations, and the assignment of personnel.
- Will maintain effective and cordial relations to foster cooperation with other law enforcement agencies and area governmental entities.
- Studies and does research on Police field activities and in administrative matters.
- Takes over responsibility of personnel, activities, and equipment of the police department in the absence of the Assistant and Chief of Police.
- Will keep abreast of legal and other developments, which impact the effective delivery of police services in the City of Manor.
- Maintains discipline; Confers with officers, supervisors, and mid-managers regarding departmental working relationships.
- Will assist in maintaining the records of the Manor Police Department under the direct supervision of the Assistant Chief of Police.
- Assists in the preparation of the annual budget and the annual report.
- Participate in development, implementation and maintenance of policies, objectives, short and long-range planning.
- Receives reports forwarded to the Chief's Office and refers to the Assistant Chief of Police all matters of importance requiring his/her attention.
- Gives such information as may be desired upon Police questions; and acts on or disposes of them in accordance with the policy of the Chief of Police.
- Maintains effective public relations in the field and in the office, including public gatherings.
- Handles routine assignments; prepares Staff Reports as directed; assists in Staff Development; acts as public liaison as assigned.
- Facilities oversight; plans and trains department personnel; staff development.
- Will ensure that all employees of the police Department comply with all hiring, personnel and training requirements of the general orders and the City of Manor.
- Makes innovative recommendations to promote maximum efficiency in the utilization of personnel and material resources.
- Supervises, counsels, and evaluates the performance of assigned personnel; Recommends discipline for personnel when necessary.
- Perform employee conduct investigations as well internal affairs investigations, as needed.
- Performs special studies as assigned.
- Works cooperatively and harmoniously with others.
- Attends and participates in professional conferences.
- Accomplish other duties as assigned.

In addition to job duties, there is a difference in the scope of the two positions. The Commander job scope more accurately portrays the current Lieutenants' activities.

#### Lieutenant

The purpose of the lieutenant position is to enforce federal, state, and local laws and ordinances and provide a police presence and protection in the community. The Lieutenant will supervise the activities of

patrol and CID. The Lieutenant will review completed incident and crash reports made by patrol Sergeants and the CID Sergeant; respond to scenes to oversee and assist officers; take citizen complaints on officers and conduct investigations; conduct internal affairs investigations; coordinate and conduct training; testify in court; attend meetings with local, county, and state agencies; and attend local events.

#### Commander

The Commander will supervise the activities of any and all divisions within the department under their command. The Commander will review completed incident and crash reports made by patrol Sergeants and the CID Sergeant as necessary; respond to scenes to oversee and assist officers; take citizen complaints on officers and conduct investigations; conduct internal affairs investigations; coordinate and conduct training; testify in court; attend meetings with local, county, and state agencies; and attend local events.

The Commander reports to the Assistant Chief of Police and assists in the leadership, management, and operation of the department; assists in the development, administration, coordination and implementation of departmental policies, procedures, budget, and activities. The Commander assumes command in the absence of the Assistant and Chief of Police.