



MANOR POLICE DEPARTMENT Job Description

Job Title: Lieutenant

Division: Admin

Reports to: Captain

Job Summary:

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; conduct internal affairs investigations; coordinate and conduct training; testify in court; attend meetings with local, county, and state agencies; carry out other administrative assignments as appointed by the Chief of Police; and attend local events.

Essential Functions:

Essential functions may include, but are not limited to, the following:

Assume all the required duties of a Manor Police Officer under direct supervision of the Captain.

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 so as to foster cooperation with other law enforcement agencies and area governmental entities;

Will keep abreast of legal and other developments which impact the effective delivery of police services in the City of Manor;

Will be the chief training instructor and will maintain all training records; and serve as the department firearms instructor and department armorer which is also the custodian of the department armory.

Will be active, in a positive manner, in municipal and civic affairs in the City of Manor;

Will assist in maintaining the records of the Manor Police Department under the direct supervision of the Captain and the Chief of Police;

Will insure that all employees of the police Department comply with all hiring, personnel and training requirements of the general orders and the City of Manor;

Will make recommendations to the Chief of Police regarding personnel matters, training, budget and operations of the Manor Police Department;

Supervise all employees of the Police Department including the preparation of sergeant and civilian personnel evaluations.

Conduct internal affairs investigations related to attendance, performance, and conduct;

Maintains effective public relations in the field and in the office, including public gatherings;

Accomplish other duties as assigned by the Chief of Police.

Lieutenant

All Officers are mandated to complete 40 hours of continuing education for every two year training cycle

Bachelor's degree in Criminal Justice; Public Administration or any other related field from an accredited institution

5-7 years of experience or more

Intermediate Certificate or higher

Supervisory experience = 2 years at rank of Sergeant or equivalent at other agency or 2 years CID

FTO

Basic Instructor

This training must be completed within 1st year

Required Training

Officer Involved shooting

TML – City of Manor Human Resource and Law Enforcement Training

Complete the identified course or its equivalent

- Supervisor Skills 101 and 201 or equivalent
- Sexual Harassment Awareness for Managers
- Sexual Harassment in the workplace
- Leadership vs management
- Diversity in the workplace
- Violence in the workplace
- Transition from Peer to Supervisor
- Drug and Alcohol Awareness
- All topics listed under Law Enforcement

The advanced certificate should be obtained within 3 years of appointment

This training must be completed within 3 years

Required Training

Internal Affairs investigation

Emergency Management Training

CID Management

This training must be completed within 10 years

Required Training

Complete LEMIT Leadership Command College

Officers are not mandated to obtain their Master Peace Officer Certificates, but it is strongly encouraged

Master Certificate

Continued Leadership Training

Emergency Management Training

See Step chart below

Years as Lieutenant

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0-1	Yellow	Yellow		Green	Green	Green			Blue	Blue	Blue				
1-2		Yellow	Yellow		Green	Green	Green			Blue	Blue	Blue			
2-5			Yellow	Yellow		Green	Green	Green			Blue	Blue	Blue		
5-8				Yellow	Yellow		Green	Green	Green			Blue	Blue	Blue	
8-10					Yellow			Green	Green	Green			Blue	Blue	Blue
>10					Yellow				Green	Green	Green				Blue

Steps

Intermediate

Advanced

Master

Lieutenant PG 28

Name	Certificate	Time in grade	Date of Appt	Step	Hourly	Annually
Allen	Master	<1 year	4/15/2016	9	40.759	84,778.72