

	Gerrish Township Police Department Policy #1.3.5	Revised Date: 07/27/2022
Job Description – Lieutenant		

POSITION SUMMARY

Under the direction of the Chief of Police, assists in the administration and daily operation of the Gerrish Township Police Department to include the supervision of the Patrol Officers/Sergeants and civilian employees of the department. Provides administrative support functions for the Chief, provides guidance support to staff, prepares and compiles reports, provides support for training and education, as well as other tasks assigned by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE

1. Acts for the Chief in his absence.
2. Makes operational and policy decisions when questions arise within the Department.
3. When necessary will handle citizen complaints referred by Officers and Citizens.
4. Assists in the development of policies and procedures for the Department. Drafts operational procedures as required by the Chief. Reviews and monitors the need for updates to the Department's Standard Operating Procedures (SOP's) and training procedures for approval by the Chief.
5. Oversees Officers for compliance with Standard Operating Procedures and adherence to the Department's Vision and Mission statements.
6. Makes monthly Department work schedule for Chief's approval.
7. Maintains the Department shift bids as required.
8. Maintains Department attendance records to include sick time, annual leave time, vacation time and other absences to be recorded. Approves or disapproves shift trades.
9. Supervises the Department's required monthly warrant and article verifications per LEIN policy.

10. May be assigned to investigate internal complaints.
11. Attends monthly Board meetings in Chief's absence.
12. Attends meetings on behalf of the Department as prescribed by the Chief of Police.
13. Works closely with the Chief of Police in evaluations of the Police Department employees using the prescribed Department document.
14. Responsible for the investigation of any alleged LEIN (Law Enforcement Information Network) Policy Counsel Violations.
15. Responsible for the oversight of property room maintenance, management, and disposal of property.
16. In the Chief's absence, prepare timecards for payroll, bi-weekly, as required.
17. Responsible for the oversight of the Department's Evidence/Property check-in within the RMS (Records Management System) to maintain a proper chain of custody as well as location of Evidence/Property.
18. Performs annual audits on Evidence room to be sure all property and Evidence are continually documented and processed properly.
19. Responsible for processing of Department FOIA (Freedom of Information Act) requests.
20. Maintains evidentiary in-car digital video from Officers daily activities and oversees all duplications of digital audio/visual media for Department.
21. Oversees Department security and video recording equipment and processes all requests for copies of Department interviews conducted at GTPD.
22. Oversees redaction of all digital audio/visual recordings to comply with FOIA requirements prior to release.
23. May administer updates and maintenance on Department website and social media outlets.
24. Shall coordinate officers' trainings and seminars to include travel accommodations when necessary.
25. Oversees maintenance of patrol vehicles and schedules patrol vehicles for routine maintenance, repairs and service as needed.
26. Orders Department equipment as directed by the Chief of Police.
27. Maintains the Department in-car video system to ensure equipment is in good working order and that the officers are properly trained in its use.
28. The Department PIO (Public Information Officer) for any press release information regarding department business that is released to the community.
29. Oversees all employee injuries, no matter how minor, are reported and recorded thoroughly and documented on the proper insurance form.
30. Maintains and processes the annual MIOSHA reports for the Department.
31. Oversees Officers for compliance with Standard Operating Procedures.

32. Activates and Deactivates officer security access for security clearance to the Department at the direction of the Chief.
33. Manages/processes Seasonal Dock Permits for public access annually and verifies placement of docks.

OPERATIONAL RESPONSIBILITIES

1. Serves as Terminal Agency Coordinator (TAC) for the Law Enforcement Information Network (LEIN).
2. Serves as a contact point for the MITN system (MCOLES Information and Tracking Network).
3. Assists the Chief in the development and implementation of new technology for the Department.
4. Coordinates the Department's public relations activities.
5. Oversees all patrol operations, Department FTO program and the civilian employees.
6. Performs reviews and manages open/closed complaint reports, case supervision sheets and Officer's daily reports.
7. May be required to serve as the Department LASO (LEIN Agency Security Officer).
8. Performs minor maintenance on the Department's digital audio/visual equipment or notifies proper authorities for repair work.
9. Performs minor maintenance on Department patrol vehicles or notifies proper authorities for repair work.
10. Is responsible for the Township phone system as an administrator in the system. Will assist with other departments in the set up and programming of Township phones as well as minor maintenance on the system in time of need.

EMPLOYEE RELATED DUTIES

1. Under the general direction of the Chief, supervises Officers and other civilian employees in routine activities.
2. Responsible for the training of new Officers by being the immediate supervisor to the Department FTO (Field Training Officer) program until new Officers can function independently. Assists the assigned FTO in evaluating personnel as to progress as it relates to training and ability.

3. When required, counsels employees and recommends disciplinary actions. May take emergency action to relieve subordinate personnel from duty when such immediate action is required.
4. Schedules testing, assists in testing procedures, corresponds with applicants, schedules tests for applicants and otherwise assists in the employment process.
5. Conducts pre-employment testing as directed by the Chief of Police. Participates in oral board interviews involving candidates for a Police Officer position as designated by the Chief of Police and contributes to the final selection process.
6. Oversees and coordinates all training records of all personnel.
7. Responsible for annual Officer Evaluations to be sure they are performing at the highest level possible and following their Job Descriptions as indicated in the policy. Shall meet with the officers throughout the year to be sure they are maintaining the goals they are attempting to achieve for the given year.
8. Shall carry Department issued cell phone and be available after hours for officers to contact regarding work related questions and/or concerns.

COMMUNITY POLICING RESPONSIBILITY

1. Lieutenant directs all community policing functions in Gerrish Township, otherwise known as GAP #1, GAP #2 and GAP #3.
2. Promotes the programs of the Police Department to various community organizations and the public.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

REPORTING RELATIONSHIPS

Reports to the Chief of Police.

WORKING CONDITIONS/ENVIRONMENT

Works in Gerrish Township and will be available to take Police dispatch calls as well as other duties above when called upon.

May travel to various locations, both within and outside the County, in the course of the duties described.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement situations. Physical demand, therefore, ranges from sitting in an office or vehicle to the enormous physical exertion associated with apprehending criminals. While in the office, the employee is frequently required to talk or hear and use hands to finger and handle. While acting in other capacities, this employee may be required to stand, walk, run, stoop, kneel, crouch or crawl, and lift and/or move items of heavy weight.

The employee may be exposed to outside weather conditions, and occasionally exposed to moving mechanical parts, high and/or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, risk of radiation, and vibration. The noise level in the work environment is usually quiet in the office but may become extremely loud in the field.

QUALIFICATIONS

1. U.S. Citizen.
2. Minimum of an Associate's degree or higher degree in a Police related field.
3. At least 3 years minimum of previous law enforcement experience.
4. Possess a valid State of Michigan Vehicle Operator's License with a good driving record.
5. Good moral character.
6. Shall be a non-tobacco product user.
7. Shall be free of physical, chronic, and organic diseases.
8. Shall possess normal hearing as required by MCOLES standards.
9. Shall possess 20-20 corrected vision in each eye including peripheral vision, depth perception and night vision.
10. Shall be free from mental and emotional disorders.
11. Shall establish residency within 20 minutes of the principle office within 6 months of employment.

TRAINING

Have completed the following:

1. Shall be MCOLES certified.
2. Basic LEIN/TAC (Terminal Agency Coordinator) training and LASO (LEIN Agency Security Officer) training if serving as Department LASO (or achieve by taking the next available class offered after appointment).
3. Shall be MITN (MCOLES Information and Tracking Network) trained (or achieved by taking the next available class offered after appointment).
4. Shall take advantage of higher education opportunities to further management abilities whenever possible (i.e., Management schools/seminars) as prescribed by the Chief.
5. Shall have completed ICS NIMS courses 100, 200, 300, 400, 700 and 800 (or achieve by taking the next available class offered after appointment).

EXPERIENCE

Shall be able to demonstrate the ability to maintain confidentiality and loyalty as well as the ability to communicate and work with Department employees as well as other departments, agencies, or other governments.

ADDITIONAL DESIRABLE QUALIFICATIONS

1. Shall possess strong communication skills both written and verbal.
2. Considerable ability to make decisions and to interpret established policies and procedures.
3. Shall possess effective computer and typing skills.
4. Considerable knowledge of computer systems, including various software packages used by the Department in its operation.

OTHER REQUIREMENTS

1. Attention to detail is required.
2. Willingness and capability to work any time frame, any day of the week, as directed by the Chief.
3. May be on call at any time.

Adopted: October 10, 2017

Revised: March 8, 2022

Revised: July 27, 2022