



ORIGINAL

**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA
BOARD OF METROPOLITAN COMMISSIONERS
RESOLUTION NO.: 133**

**A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR
JOB DESCRIPTION: LIEUTENANT, AND ALL MATTERS RELATED
THERETO**

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Job Description: Lieutenant ; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Job Description: Lieutenant that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Job Description: Lieutenant will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:

SECTION ONE: That General Order for Job Description: Lieutenant known as General Order No. 4.16.5, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Job Description: Lieutenant for the St. John Metropolitan Police Department.

SECTION TWO: That General Order No. 4.16.5 for Job Description: Lieutenant be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.


SECTION THREE: That General Order No. 4.16.5 established herein replaces and supersedes all other Police Department Standard Operating Policies, Procedures and General Orders related to Police Department Job Description: Lieutenant as same are repealed and rescinded hereby.

ALL OF WHICH IS PASSED AND RESOLVED THIS 24th DAY OF JULY, 2017,
BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN
OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, BOARD OF METROPOLITAN
POLICE COMMISSIONERS:



Rose Hejl, Chairperson



Paul Haluska, Vice-Chairperson

Robert Long, Member

Kevin Vana, Member



Charles Sawyer, Secretary

ATTEST:

Recording Secretary



General Order 4.16.5

Job Description:

Lieutenant

Effective:

TITLE: Job Description **LIEUTENANT**

APPLICATION: Command

INTRODUCTION: The Lieutenant is a Command Officer who has direct supervision and control, subject to written orders of the Chief of Police, over all officers and civilian employees of the Department assigned to his command. He or she shall coordinate the functions and activities of the various sections, units and teams of his or her command. He or she is responsible for the cooperation of his or her command with all other sections, units and teams of the Department. He or she may act in cases not regularly assigned to his command when the delay necessary to inform the proper section or unit might result in a failure of the Department to perform a necessary function.

MINIMUM QUALIFICATIONS:

1. Standards, Skills and Knowledge:
 - a. Job Standards: Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:
 1. Seven or more years of patrol and/or investigative experience as a sworn officer with the St. John Police Department supplemented with forty hours of formal training in supervision.
 2. One or more years of supervisory experience in the rank of Sergeant.
 3. Associates Degree in Criminal Justice, Business Administration or other law enforcement related curriculum.
 4. Successful completion of the St. John Police Department Lieutenants promotional process is required.
 - b. Skills:

1. Ability to analyze situations and adopt a quick, effective and reasonable course of action during stressful, emotional and/or physically taxing situations.
2. Ability to take initiative with little direct supervision.
3. Ability to write clear, accurate, factual and concise reports.
4. Ability to read, understand and interpret ordinances, laws and other operational procedures.
5. Excellent critical thinking skills, including but not limited to the ability to: make observations and remember pertinent facts; question witnesses and obtain pertinent information.
6. Excellent oral/interpersonal communication skills, including but not limited to mediation of conflict; tact; diplomacy and professionalism when dealing with members of the public; empathy and sensitivity to victims of crime, etc.
7. Ability to handle stressful, hostile or irrational persons whether due to physical or mental impairments, drugs/controlled substances or alcohol, or other factors.
8. Basic mathematical skills.
9. Ability to maintain intense concentration and alertness during stressful situations, particularly when preceded by extended periods of relative low stress or monotony.
10. Excellent and safe driving techniques under emergency and non-emergency conditions.
11. Must be of good moral character.
12. Excellent supervisory and management abilities.
13. Good training and instructional abilities.

c. Knowledge:

1. Proficiency with PC's, specifically mobile data units and computer software applications.
2. Knowledge of state, federal laws and Town ordinances.
3. Knowledge of Town geography.
4. General knowledge of office equipment, including a fax machine, copier, telephone, calculator and shredder.
5. Knowledge of tools and equipment used in the law enforcement profession.
6. Proficiency with firearms and with physical defense techniques to defend self and others.
7. Knowledge of Human Resources laws and practices.

8. Knowledge of Police Department's Standard Operating Procedures and Rules and Regulations.
9. Knowledge of other Town departments, their staff and supervisory personnel in addition to what equipment they utilize/have in the event the Police Department needs such equipment in an emergency.
10. Knowledge of who to call in the private sector in emergencies for equipment/resources they have.

DUTIES AND RESPONSIBILITIES:

1. A Lieutenant is subject to the orders of the Chief of Police, Assistant Chief of Police, Deputy Chief of Police and the Captain.
2. A Lieutenant shall, without specific instructions, establish the required details and assignments necessary to carry out the functions of the Department and his or her command in particular. He or she is responsible and accountable to the Captain for the effective and efficient operation of his command.
3. A Lieutenant shall provide training for all members of the Department and will develop short and long-term plans for the proper and efficient operations of the Department. They will coordinate the working relationship of those under their command and control with other members of the Department.
4. The Lieutenants shall be responsible for the preparation and maintenance of those Department records and reports that may be required for proper operation of the Police Department and required by statute and see that they are filed in a proper and timely manner.
5. Directly assists in patrol operations when the need arises. Ensures that all patrol activities and all police reports meet standards outlined in the Departmental General Orders.
6. The Lieutenant shall have immediate control and supervision, subject to the orders of the Chief of Police of sergeants, corporals, patrol officers and all other employees assigned to his or her division.
7. The Lieutenant shall keep record of every case of misconduct, insubordination, neglect of duty within his or her division and report to the Deputy Chief in written report form all such cases that are serious or important in nature.
8. The Lieutenant shall report in writing to the Captain, all complaints against members of his or her command made by citizens or members of the Department.

9. Consults with subordinates, peers and superiors to exchange information concerning law enforcement activities within the Town of St. John. Makes recommendations concerning patrol activities, and station operations.
10. The Lieutenant shall perform these duties, duties of subordinates whenever necessary and any other duties that may be assigned to them from time to time by the Chief of Police, the Assistant Chief of Police, the Deputy Chief of Police or the Captain.

CONTROLS OVER POSITION: The Lieutenant is appointed by the Police Commission upon successful completion of the Lieutenants promotional process, and at the recommendation of the Chief of Police. The Lieutenant is directly responsible to the Captain.