

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

POLICE LIEUTENANT

POSITION CODE: 32977  
Effective: 12-01-09

DISTINGUISHING FEATURES OF WORK:

Under direction, on an assigned shift, supervises a group of three or more police officers in a patrol unit of an armed police force providing for the safety and protection of life and property in a major state office complex and its grounds under the jurisdiction of a state agency authorized by statute to exercise police powers; assigns police personnel to specific posts and work details, makes periodic inspections of posts to ensure continued safety and protection measures; provides training for and evaluates the daily activities of assigned personnel; disciplines staff; serves as acting administrative supervisor as delegated in his/her absence.

All positions allocated to this class function in the capacity of a supervisor as defined by the Public Labor Relations Act, exercising supervisory authority over subordinate officers as a preponderant work activity. Direction of the work force is the primary function of positions in this class, with no more than 20% of duties to be inclusive of lower level police classifications.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises, evaluates, trains and counsels police subordinates in the performance of their duties. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs. Coordinates and directs subordinate activities to accomplish the mission, goals and objectives of the program.
2. Inspects and documents observations made of personnel and equipment. Ensures the standards of the department are adhered to and equipment is properly maintained. Assigns patrol personnel to specific areas in a state office facility, conducts periodic inspection tours of various posts ensuring safety and protection services by subordinates are performed in an effective and professional manner; supervises investigations of problem incidents reported by subordinate police officers and recommends or takes appropriate action; as necessary, makes on-site arrests and serves warrants for violations of federal and state laws, or city and county ordinances; prepares case reports for appropriate prosecuting agency and provides testimony in a court of law.
3. Prepares detailed and thorough incident reports; receives, reviews and recommends to staff effective techniques for thorough completion of their required duties and reports; reviews the contents of reports with Operations Commander drawing attention to problem areas and crime patterns.

POLICE LIEUTENANT (Continued)

4. Responsible for the supervision, evaluation, training, scheduling and counseling of subordinates; investigates documents information concerning a subordinate's actions and depending upon the situation, can initiate commendatory and/or corrective action which includes oral discipline, or the authoritatively recommendation of written disciplinary action, suspension and discharge; ensures that all complaints filed against subordinates are investigated thoroughly. Upon completion, authoritatively recommends action to the commander.
5. Plans, organizes, staffs, directs, coordinates and critiques details, emergency assignments and preventive procedures. Maintains composure and professional decorum during stressful and dangerous situations. Assesses situations, makes decisions and directs the performance of subordinates to contain and alleviate a problem. Responds to situations as a supervisor to resolve hostile or hazardous situations.
6. Develops and maintains lines of communication with supervisors and subordinates to ensure an awareness of activities and events affecting operation. Prepares, coordinates and approves work schedules of subordinates to ensure the effective and efficient operations.
7. Performs administrative tasks authorizing and using divisional bulletins; supervises the maintenance of office records and works jointly with other shift supervisors to maintain a detailed and efficient record system; maintains confidential files pertaining to cases under investigation and ensures the security of such information; approves time sheets, patrol logs, inventory records, and prepares requests for replacement uniforms, and other necessary equipment.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major coursework in law enforcement, criminal justice or the social sciences. Requires two years of law enforcement experience as a police officer, certified within the last five years.

Knowledges, Skills and Abilities

Requires extensive knowledge of all applicable federal and state laws, county and local ordinances.

Requires extensive knowledge of criminal investigation, evidence gathering and preservation.

Requires working knowledge of the functions and interrelationships of law enforcement jurisdictions and authorities.

Requires working knowledge of public relations techniques and practices.

Requires working knowledge of supervisory techniques and practices.

Employees will be required to periodically demonstrate continuing physical proficiency as defined by departmental policy sufficient to carry out duties of the classification.

POLICE LIEUTENANT (Continued)

Employees will be required to periodically qualify with appropriate firearms as defined by departmental policy and applicable law including skill in the use, care, and safety of such weapons.

Requires ability to plan, coordinate and direct the efforts of a police staff, and an ability to give written and oral reprimands.

Requires ability to analyze and respond to emergency situations quickly and effectively, and to justify and document courses of action taken.

Requires ability to use courtesy, firmness, and tact in dealing with the general public and subordinate staff.

Requires ability to provide sound leadership to subordinate staff.

Requires ability to communicate effectively both orally and in writing.

Requires ability to prepare clear and concise reports substantiated by all required documentation and to ensure like preparation from subordinate staff.

Requires ability to testify in court accurately and succinctly.

Requires advanced skill in the care and use of firearms and related weapons.

Requires ability to train subordinate personnel in police security measures, inspection procedures and safety practices.