

## Police Lieutenant

Always Reports directly to the Director of University Police Department or his/her designated authority

10% Initiates orders and directives to sergeants, police officers, and student officers as necessary, with specific organizational goals. Prepares operational plans for special events and issues clear and concise instructions of expectations.

10% Assigns duties and ensures the completion of stated duties for the division by visually and physically inspecting completed duties and assignments as required. (This could be required during periods of extreme weather conditions).

10% Assists sergeants, police officers and student officers with building security checks and patrolling the campus. Patrols will consist of climbing stairs, walking or driving a vehicle during all weather conditions. Stamina to stand or walk for extensive periods of time in all weather conditions is required.

10% Assist sergeants, police officers and student officers in responding to alarms at specified locations. Assists and/or directs securing the area and containing any emergency situation, and assists with the evacuation, if necessary, and determining the cause or origin of an emergency and assists with the evacuation, if necessary, and determining the cause or origin of any emergency. Requires physical stamina and strength and ability to run either getting to the emergency or chasing suspects, or carrying another person out of a building, removing a person from a vehicle that is involved in a traffic accident, etc...

10% Supervises sergeants, police officers and student officers during the division tour-of-duty.

5% Supervises and performs investigations, including surveillance, interviews of witnesses, victims, and suspects, gathering of intelligence, and ensures the security of and investigation of crime scenes.

5% Responsible for ensuring officers provide adequate security coverage and police protection for all areas of the campus.

5% Initiates corrective action for problems encountered on the division's tour-of-duty whether in policy or verbally with sergeants, police officers, student police officers, and radio dispatchers.

5% Must demonstrate a basic knowledge of Cardiopulmonary Resuscitations, basic First Aid, limitations of these skills for police officers, and the dangers and protective measure for blood borne pathogens and other transmittable diseases, and the ability to render aid at accidents, crime scenes, and medical emergencies; transport victim(s) to the nearest medical facility or assist medical professionals to do so. This may involve heavy lifting and carrying.

5% Must be able to perform all duties expected of police sergeant.

5% Protects evidence collected as required by law and the Department's Policy and Procedures Manual. Ensures that any crime scene remains secure until otherwise instructed by the Investigating Officer and/or the Director.

20% Ensures that all division administration (forms and reports) is completed in a timely fashion; reviews each officer's reports and initials or signs as applicable; if correct, returns the report or form to the officer(s); if incorrect, informs the officer(s) as to what corrections must be made. Maintains documentation of managing overtime, calls for service, crime reports and special events.

Supervises police sergeant while providing "On-the Job Training" for newly hired police officers and student police officers. Inspects and evaluates performances of subordinate officers.

Carries out any order(s) from the Director regarding his/her division.

Supervises and performs the transport of money on and off the campus as required. This function may involve heavy lifting.

Meets with University Housing officials and new students and parents during orientations each semester. Periodically teaches or assists with teaching points.

Supervises and investigates complaints concerning traffic, parking, and individuals, etc.

Recommends to the Director which sergeants, police officers, student officers should receive a letter of commendation or counseling, depending on the circumstances. Counsels sergeants, police officers, student officers working under his/her supervision before recommending disciplinary action. Assist in resolving large, complex and serious police problems.

Interviews applicants for police employment.

Uses and is responsible for supervising the authorized use of the National Crime Information Center (NCIC) computer and any other data research technology used within the police department for his/her division.

#### REQUIRED SKILLS AND ABILITIES:

Must possess a current, valid Louisiana's Driver's License.

Must establish proficiency with a duty handgun and shotgun (12gauge) and the ability to meet the requirements of the Police Officer Standards Training (P.O.S.T) on a semi-annual basis.

Must possess the ability to operate portable radios, vehicles, and the National Crime Information Center (NCIC) computer.

Must be at least 21 years of age, with three years of experience in law enforcement or the equivalent in college semester hours.

Must be familiar with and possess the ability (Manual dexterity) to operate a police vehicle, emergency lights, police radios, radio scanners, radar guns, telephones, National Crime Information Center (NCIC) computer, digital recorders, apply handcuffs, computerized citations writers, etc.

Must possess the ability to drive a police vehicle and speak on the radio at the same time, and ensure that police officers and student officers assigned to their division are likewise proficient.

Exercises educated discretion with regard to the use of deadly force and must be prepared to use deadly force if necessary to preserve someone's life. Must be prepared to make these decisions in an instant, during quickly escalating situations.

Must be able to be certified by the Defensive Driving Course as administered by the NSU Director of Safety and Environmental Management.

Must be able to run, stoop, crawl, climb stairs, carry another human being, and stand for long periods of time without any physical limitations and during all kinds of weather conditions.

Patrols campus on foot, bicycle, or in a vehicle, in all weather conditions to protect against illegal activity, including securing of buildings which often involves strenuous stair climbing, stamina to stand or walk for extensive periods of time in varying weather conditions.

Incumbent must be able to run in order to pursue on foot a suspect(s); Must be able to stoop in order to reduce exposure in event of a situation that could result in gunfire; must be able to crawl in order to move from one location to another to reduce exposure and to move to a location in order to apprehend a suspect or when involved in a situation that could result in gunfire; must be able to climb stairs in order to conduct building security checks and to render assistance to an individual who is injured and is located in a building that does not have an elevator and the individual injured is on the second or higher floor; must be able to carry another human being in event of an emergency situation and the individual must be carried away from a hazardous situation or down stairs (in a building without an elevator) to an ambulance or to a police unit; must be able to stand for long periods of time when performing traffic control for event/activities; the department functions.