UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

POLICE LIEUTENANT

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<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
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<tr>
<td>Single Career Level</td>
<td>C41</td>
<td>Non-Exempt</td>
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**NATURE OF WORK**

- This classification performs skilled supervisory and administrative duties in organizing the activities of the Police Department.
- Work is primarily managerial in nature. Incumbents understand the full scope of Police operations, along with supervisory principles and practices to effectively supervise and evaluate staff.

**TYPICAL CLASS RESPONSIBILITIES**

(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Supervises police officers to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations. Recommends operational policy and procedural changes.

2. Prioritizes and organizes the daily operating functions and activities of an assigned division or function. Oversees and coordinates projects which may include investigations, court appearances, and/or related law enforcement projects.

3. Develops, implements, coordinates, and evaluates training efforts, which includes assessing training needs, preparing training materials, identifying and scheduling instructors, coordinating logistics, and monitoring and evaluating training efforts.

4. Receives, investigates or supervises the investigation of complaints against personnel and/or the department; recommends disciplinary action when appropriate.

5. Manages labor relations which includes monitoring and maintaining contracts; ensuring compliance with union regulations, and maintaining non-union contracts.

6. Monitors and maintains inventory; purchases supplies as necessary.

7. Monitors and approves expenditures.

8. Performs other duties of a similar nature or level.

**LEVEL OF DECISIONS**
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**Makers decisions concerned with the selection and design of processes for accomplishing work.** Incumbents are subject to the limits imposed by the available technology, resources, and professional standards established at higher levels.

Incumbents determine the overall priority and plan for the delivery of Police services. Incumbents determine operational plans and establish administrative policies.

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<th>DIRECTION RECEIVED</th>
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<td>• Incumbents work under minimal supervision, typically provided with general goals and objectives within assigned Police area.</td>
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<tr>
<td>• Incumbents supervise sworn and non-sworn police staff of assigned area by evaluating performance, assigning tasks, and recommending hiring, termination, and disciplinary actions.</td>
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**TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:**

Incumbents assigned to this classification may be responsible for:

In addition to the **Police Sergeant** classification:
- Overseeing and managing the work of sworn and non-sworn police staff.
- Participating in labor negotiations and contract compliance.
- Managing inventory control of weapons, vehicles and equipment.
- Recommending changes in operational policies and procedures.
- Managing projects associated with grants (e.g., Homeland Security grant)

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<th>TRAINING AND EXPERIENCE</th>
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<td>Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.</td>
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<td>• Certified law enforcement officer; Bachelor's degree in criminal justice or related field and sufficient experience, including eight years of law enforcement experience which includes three years of supervisory experience.</td>
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The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. **Additional qualifying experience may substitute for the education required of the assigned position.**

**LICENSING REQUIREMENTS**
Incumbents in this class may require appropriate licensure in one or more of the areas below if the incumbent performs duties requiring such licensure:
- Certified law enforcement officer
- Valid Maine driver’s license
- Incident Command certification (ICC 400)

Classification knowledge requirements:
- Customer service principles;
- Supervisory principles;
- Modern police principles and practices;
- Federal, State and local laws, regulations, and procedures;
- Rules, regulations and procedures of the Police Department;
- Patrol procedures;
- Training principles and methods;
- Basic budgeting principles and practices;
- Investigation techniques;
- Project management principles and practices;
- Computers and related software applications.

Classification skill requirements:
- Providing exemplary customer service;
- Monitoring and evaluating employees;
- Delegating and prioritizing work;
- Identifying and addressing training needs;
- Managing projects and labor contracts;
- Maintaining required records and preparing reports;
- Conducting basic personnel investigations;
- Monitoring compliance with department policy and procedure and Federal, State and local laws, ordinances and regulations, and University conduct code;
- Recommending and implementing policies and procedures;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.