

Thurmont Police Department
Job Description

Lieutenant

Kind of Work:

This is an executive leadership position reporting directly to the Chief of Police. This position is responsible for the leadership and coordination of the daily activities of the Department.

Examples of Work include but are not limited to:

- Plans, organizes, and oversees the activities and discipline of the Department in a manner consistent with established policy and procedures.
- Meets Department goals and objectives by managing, directing, motivating, and evaluating staff activities.
- Assists in the development of policies and procedures for the Department.
- Ensures the enforcement of laws and ordinances.
- Prepares annual goals and objectives for the Department and evaluates the progress to attain them.
- Assists the Chief in preparing and managing the budget.
- Interprets orders and directives to subordinates.
- Establishes and maintain lines of communication with internal and external elements of the Department.
- Completes special projects, assignments, and investigations as assigned by the Chief.
- Prepares reports, directives, memoranda, and endorsements as required.
- Attends meetings as assigned.
- Effectively coordinates Special Operations activities with other agencies.
- Prepares statistical reports as required.
- Provides direct supervision, guidance and training to subordinates.
- Enforces policies, procedures, and rules of the Department.
- Randomly inspects the work products of subordinates and makes changes and/or recommendations as necessary.
- Reviews manpower deployment to ensure and efficient and effective utilization of manpower.
- Oversees training operations to include: program development, compliance with regulations and standards, records management, instructor certifications, and specialized training.
- Oversees management of recruitment, selection, promotions, personal data, personnel files, and background investigations.
- Initiates, administers appropriate disciplinary actions to modify subordinates' behaviors and maintain accountability to the Department's standards and ethics.
- Performs duties of the Chief as needed in his/her absence.
- Performs other necessary duties as assigned

Qualifications and Requirements:

- High School diploma or equivalent GED.
- Successful completion of comprehensive training in supervisory and management techniques.
- Certified police officer with the State of Maryland, recognized by the Maryland Police and Corrections Training Commission.
- Minimum of seven (7) years of successful law enforcement experience.
- Ability to perform the duties of the preceding rank.
- Ability to maintain a sound physical and mental condition in order to effectively respond to the spontaneous physical demands of comprehensive law enforcement duties, and the ability to meet and maintain compliance with departmental standards.
- Experience with Maryland Police and Corrections Training Commission regulations, law enforcement standards compliance systems, and auditing practices.
- Possession of a valid driver's license.
- Comprehensive knowledge of statutes, ordinances, and criminal law; investigation and crime prevention methods; Department rules and regulations.
- Ability to plan, assign, direct, and review the work of subordinates.
- Displays the ability to prepare and manage budget requirements.
- Ability to establish and maintain effective working relationships with subordinates, representatives or cooperating agencies, and the general public.
- Proper degree of stress tolerance including stability of performance under pressure and opposition.
- High degree of motivation and strong personal commitment to the law enforcement code of ethics and values of the Department.
- Ability to lead and effectively guide a group or an individual to accomplish a task.
- High degree of flexibility, the ability to modify behavior style and management approach to reach a goal.
- Understanding of modern principles, methods and procedures of police administration and organization.
- Ability to recognize, when appropriate, the use of both positive and negative discipline in a direct and timely manner in enforcing policies, procedures and regulations.
- Ability to advise and counsel subordinates regarding personal and professional development.

Date: 1/17/06