



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Police Lieutenant
Department:	Public Safety/Campus Police
Reports To:	Chief of Police

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Police Lieutenant manages and coordinates the day to day activities of the patrol division while also performing administrative duties in support of the Chief of Police and Captain. This position encompasses considerable independent, initiative and vast knowledge of the criminal justice system and criminal procedures collectively. Moreover, the Lieutenant is responsible for ordering, issuing and maintaining the assets of the University which includes but it is not limited to uniforms, vehicles and all other applicable law enforcement safety and crime prevention instruments. He or she is also responsible for creating shift rotations and personnel assignments in association with current law enforcement trends and best practices.

Examples of Duties and Responsibilities:

- ❖ Conducts interviews and recommend qualified candidates for hire
- ❖ Coaches, evaluate, mentor and supervise the Shift Commanders (Sergeants)
- ❖ Coordinates succession planning and training activities for subordinate personnel
- ❖ Informs members of changes in the Standard Operating Procedures (SOP), Departmental Rules and Regulations, Departmental Directives, University Policies, State, Law and Industry Best Practices while interpreting and apprising the staff of the implications of said changes
- ❖ Submits written reports up the chain of command pertaining to departmental progress and/or shortfalls as it relates to adhering to the Departments Strategic Plan and its alignment with the Departments Mission
- ❖ Reviews and examine all daily accident, arrest and incident reports for accuracy and completeness and forwards that information up the chain of command
- ❖ Investigates complaints made against staff members and forwards the findings up the chain of command for appropriate counseling
- ❖ Assist in the development of new departmental policies and procedures
- ❖ Develop budget projections on divisional need as it relates to the annual budget process; review budget status periodically with the Chief of Police to discuss forecast and unexpected expenditures
- ❖ Coordinates and supervises special activities and events on campus requiring additional support such as football games concerts, etc.
- ❖ Addresses and resolves issues and questions presented during University Forums, Residential Facility meetings and any other public address situation

- ❖ Act as liaison for the Department with Federal, State, Municipal and Atlanta University Center law enforcement agencies

Knowledge, Skills and Abilities:

- Knowledge of administrative procedures, Title VII and shift scheduling
- Knowledge of the budget process and budget preparation
- Knowledge of law enforcement policies, procedures and best practices
- Knowledge of due process
- Skilled in interviews and interrogation
- Skilled in roving patrol techniques
- Skilled in peer mediation and conflict resolution
- Skilled in first aid
- Ability to adjust and adapt to rapidly changing situations and circumstances
- Ability to publicly speak and write effectively
- Ability to recognize, analyze and expeditiously respond to crisis situations and events
- Ability to establish and maintain working relationships with other law enforcement agencies and organizations
- Ability to plan, organize and supervise the activity and training of subordinates
- Ability to maintain civility within the Department
- Ability to use and care for the Department issued firearm

Minimum Hiring Standards:

Education	Associate Degree in Criminal Justice or related field, or technical and specialized training and experience.
Years of Experience	7 years of experience
Years of Management/Supervisor Experience	3 years Management/Supervisory position

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