



Ocean City Police Department

General Order

Subject: Police Lieutenant; Duties and Responsibilities		No. G.O. 300 E-1	
Rescinds: 300 D-1 Dated: 01/27/97	Amends:	Related Directive: G.O. 300 D-1, G.O. 300 E-2	
Approval Date: March 1, 2005	Effective Date: March 1, 2005	Distribution Date: March 17, 2005	Distribution Type: A
References: Ocean City Police Department Job Description: "Police Lieutenant"			

.10 General

This is a mid-management level position. An employee in this classification is a member of the police command staff and is considered a first-level administrator within the Department.

Employees in this class assume responsibility for directing personnel, including first-level supervisors, and may direct administrative operations within the Department. Work is under general supervision, requiring evaluative thinking and is carried out in accordance with functional precedents, established practices and well defined policies.

This work may occasionally involve seizure and custody of money or other property as well as the collection and preservation of physical evidence. Contacts with the general public, government officials, other law enforcement officers/agencies, criminal justice personnel, and officials of other governmental agencies are extensive and are of great importance to assure open and productive communication for the betterment of the Department and community it serves.

.20 Duties

The duties of a Police Lieutenant may include those of a Police Sergeant plus:

- A. Assuming responsibility for the daily functions of a Department/Division or Unit/Section within a Division.
- B. Assuming the administrative and managerial responsibility of the Police Captain in his/her absence.
- C. Planning, coordinating, implementing, managing, controlling, and evaluating the work of a functioning unit and its personnel.
- D. Addressing public concerns, mediating and resolving problems as a Department representative.
- E. Determining department and unit needs and initiating activities to address them.
- F. Researching and preparing complex reports and studies as required.

- G. Overseeing the recruiting, hiring, and training of the seasonal and full-time sworn and non-sworn employees, including the supervision of non-exempt ranks.
- H. Planning, organizing, conducting, and evaluating activities toward the accomplishment of the department's mission.
- I. Additional assigned duties may include but are not limited to:
 - 1. Assistant Commander of the Administration, Services, Criminal Investigation, or Patrol Divisions.
 - 2. Position of "Duty Officer" as outlined in General Order 300 E-2.
 - 3. Implement and maintain Firearms and Defensive Tactics Training Programs for the entire Department.
 - 4. Assist in the preparation, implementation, and maintenance of the Department's fiscal budget.
 - 5. Oversee the application of all collective bargaining agreements established between labor units within the Department and the Town of Ocean City.
 - 6. Coordinate, investigate, and maintain all internal affairs cases.
 - 7. Grant writing and management related to law enforcement needs.
 - 8. Coordinate special events throughout the Town, i.e. fireworks, parades, races, etc.
 - 9. Serve as the chairperson of all organizational boards established by the Chief of Police.
 - 10. Serve as the designated "Commander" of the following operational functions:
 - a. Quick Response Team.
 - b. Hostage Negotiation Team.
 - c. Critical Incident Events.
 - d. Designated "special units" as specified through operational needs of the Department.

.30 Responsibilities

The responsibilities of a Police Lieutenant include many of the responsibilities outlined under Police Sergeant plus:

- A. Possesses the ability to administer and manage subordinate personnel in the application of the following law enforcement standards and procedures:
 - 1. Constitutional Law issues specific to law enforcement.
 - 2. Maryland Criminal Law.
 - 3. Maryland Transportation Article and C.O.M.A.R.
 - 4. Town of Ocean City Ordinances.
 - 5. Maryland criminal procedure.
 - 6. Department policies/procedures.
 - 7. Approved practices for investigating crimes.

- B. Possesses an advanced knowledge of the following personnel and management standards to properly assist in the administration of the Department:
 - 1. Personnel and budget management.
 - 2. Principles of effective leadership.
 - 3. Maryland Law Enforcement Officer's Bill of Rights (L.E.O.B.R.).
 - 4. Labor Contracts between the bargaining unit and the Town of Ocean City.
 - 5. Fair Labor Standards Act.

.40 Specific Assignments

The duties and the responsibilities of a Police Lieutenant assigned to a specific Department division are outlined in Division Memorandum and/or Standard Operation Procedure (S.O.P).