JOB DESCRIPTION

Police Lieutenant

Definition of Class
This is the second supervisor level for sworn police officers. Incumbents supervise and coordinate the activities of the University Police Officers and respond directly to the Police Captain. Participates in patrol duties. Enforces the rules and regulations of the University and upholds the state laws.

Examples of Work Performed
Supervises and coordinates activities of assigned University Police Officers, Campus Safety Officers, Communications Officers, as well as contract security personnel to include regulation of pedestrian and vehicular traffic, patrolling of physical property, enforcement of statutes and University regulations, and investigation of accidents and criminal acts.

Plans and schedules work of subordinates ensuring proper distribution of assignments and adequate manning, space and facilities for subsequent performances of duties; assists in the supervision of new personnel training.

Recommends policies and procedures to improve efficiency and effectiveness of assigned shifts.

Ensures that personnel on assigned shift remain thoroughly familiar with the University and its property and all conditions or problems requiring police attention.

Prepares and analyzes reports, setting forth shift activities and appropriate recommendations for improved Police procedures.

Ensures that assigned shift maintains close contact with other police agencies to ensure prompt reporting of important matters falling under police jurisdiction.

Recommends various personnel actions including, but not limited to, merit recommendations, promotions, transfers, and vacation schedules.

Ensures the maintenance of quality standards, by study and research in order to keep up with advanced techniques and ideas designed to improve police performance.

Performs duties and responsibilities of a police officer when not serving in a supervisory capacity.

Conducts community awareness programs; disseminates information to the public.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates the activities of assigned University Police Officers, Campus Safety Officers, Communications Officers, and contract security personnel.

2. Prepares and analyzes reports.

3. Performs the duties and responsibilities of a police officer.
4. Makes arrests, prepares cases for court, and completes incident reports.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close, color, and distant vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; talk or hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to walk; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** High School Diploma or equivalent (GED).

  AND

- **Experience:** Two (2) years of experience related to the above described duties.

- **Certification:** Certification with the Mississippi Board of Law Enforcement Officer Standards and Training within the first year of employment.

- **Licensure:** Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

- **Additional Requirement:** Must be 21 years of age and a U.S. citizen.

**Background Check Requirements**

This position requires a background check upon hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.