

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 003065  
Grade A2**

**POLICE LIEUTENANT**

**DEFINITION OF CLASS:**

This is second level supervisory police work the majority of which assignments involve serving at a Police District Station in one of several capacities. Contacts for an employee in this class are centered within the geographical district to which an employee is assigned, and are with primarily lower ranking police supervisors, sworn officers and civilian employees. The main purpose of these contacts is to pass and receive information, assign and evaluate work in progress and upon completion, provide guidance and direction in unusual circumstances, coordinate actions between units, and investigate citizen complaints. Daily and frequent contact is also maintained with an employee's immediate supervisor, the Police District Captain, to pass and receive information, receive work assignments, plan for new work initiatives and changes, discuss employee performance and citizen complaint issues, and other matters requiring the Police Captain's awareness and/or approval. Frequent contact is experienced with citizens, community/civic groups, and representatives of selected business groups of the district to which an employee is assigned, to receive and respond to their verbal and written communications concerning police officer performance and general police operations and services. Contacts are also maintained with employees and supervisors in other County Government Departments and Agencies and other local and state government enforcement and related agencies, to pass and receive information, plan and coordinate mutually supporting actions, and resolve problems. To a lesser degree, contacts are established and maintained with local school officials and others resulting from employee assignments to committees, task forces, advisory councils, and similar groups where employees of this class both represent the Police Department and make presentations before other group members. Although employees are in frequent contact with citizens, providing "hands on" public service/assistance on a sustained basis is not characteristic of the supervisory focus of this class of work.

The majority of employees in this class serve as the principal supervisor of either all of the police patrol shifts or special assignment teams which are assigned to a police district station, or as the district station's "administrative officer". (A much smaller number of employees are assigned to one-of-a-kind staff positions (e.g., internal affairs, training, labor relations, police records, staff inspections, management and budget), the focus of which assignments is to support and facilitate police operations in general, and provide police management with reports, position papers, recommendations and decisions germane to an employee's assignment. A few other employees in this class serve as either a commander or the assistant commander of a specialized investigative unit. All employees in this class, on a recurring and rotating basis, serve as the Police Department's senior officer on duty during periods when the Chief of Police is off duty.) Responsibilities of a Police Lieutenant working at a district station also include serving in the absence of and as a principal advisor to a District Commander. Many of the normal work assignments of these employees are carried to completion without direct supervision and review. Other assignments are unique and initiated by either an employee's supervisor or employees in this class. At this level of work,

employees are expected to address and solve issues by devising appropriate work plans and methods. Employees advise their supervisors of unusual, sensitive and/or dangerous situations both to keep them informed and receive instructions. There are many guidelines which surround the work performed by employees in this class, and they are followed under normal circumstances. Some guidelines do not cover all situations and/or allow for supervisory latitude and judgment. Employees in this class frequently encounter unusual situations and problems for which they issue guidance and instructions. Employees are also expected to recommend modifications to existing guidelines and occasionally create district-specific policy and procedure documents. The complexity of this class of work is derived from supervising a large, geographically dispersed work force divided among many shifts and subordinate supervisors working around the clock; analyzing crime, traffic and other police related matters to develop deployment/operational plans; approving employee leave and overtime requests in balance with collective bargaining work schedule requirements, needs of the community for police services, and overtime funding resources; addressing numerous personnel issues and citizen complaints; and maintaining a motivated work force through the application of interpersonal skills. Work complexity is further characterized by employee assignment to many committees and related groups, reviewing/correcting police reports and performance evaluation documents, preparing budget request documents, researching and preparing reports about special issue subjects, and identifying and planning for the training needs of lower ranking employees. Work complexity is also exemplified by the recurring requirement to coordinate actions with representatives of other law enforcement and regulatory agencies and members of the community and private business sector. All of these actions are taken in consideration of police officer and citizen safety requirements, legality and effectiveness of police actions, fiscal and personnel resources, and collective bargaining agreement requirements. The impact of employees' work is realized primarily by the effective supervision of lower ranking police officers, which supervision affects the quality and quantity of police services provided to a segment of the community. The very large majority of an employee's work is of a sedentary nature, interspersed with brief periods of walking, standing and carrying of light papers and books, and performed in a comfortable office setting. Frequent travel between work sites in a unmarked police vehicle is characteristic of this class of work, including occasional travel from home during periods other than normal working hours. The work of this class presents hazardous situations, as an employee is in uniform and armed while on duty and occasionally responds to calls/situations requiring police assistance and to locations of significant police presence/incidents.

#### **EXAMPLES OF DUTIES:**

- Supervises police activities based on continuing analysis of crime patterns and service needs.
- Provides employee counseling based on performance appraisal.
- Conducts/attends staff meetings to assess accomplishment of work goals and objectives; modifies plans as required.
- Receives citizen complaints, conducts and/or oversees conduct of investigation by subordinate officers, and prepares report of findings and recommendations.
- Periodically inspects personnel and equipment to ensure compliance with Department regulations.
- Confers informally and in meeting format with the public and representatives of business and civic organizations to discuss police operations, problems, and concerns of the group addressed.
- Serves as Department's "Duty Commander" (representing Chief of Police) to ensure that all police operations are carried out in accordance with Department standard operating procedures, policies, rules and regulations.
- Periodically assumes command of police and support activities at major/special events.
- Reviews statistical data and reports prepared by subordinates; devises, implements and coordinates

- operational plans to combat shifting crime patterns.
- Prepares correspondence and reports for own signature or that of senior officers.
- Reviews/approves search warrant plans.
- Provides operational briefings to senior officers and representatives of other law enforcement and regulatory agencies.
- Ensures that required employee in-service and other training requirements are met.
- Resolves questions of and differences and disputes between lower ranking civilian and police officer employees.
- Performs related duties as required.

#### **ADDITIONAL ASSIGNMENTS:**

- Employees in this class may be assigned to supervise special units, functions, services and programs.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of generally accepted supervisory practices and techniques.
- Ability to fully comprehend and apply Federal, State and County criminal and traffic laws; Department of Police written directives; County Government Administrative Procedures and Personnel Regulations; the Law Enforcement Officers Bill of Rights; and collective bargaining agreements.
- Ability to quickly analyze problems and situations and take decisive and effective action.
- Ability to establish and maintain effective working relationships with representatives of other government agencies, civic associations and business groups.
- Ability to prepare memorandums, performance appraisals, reports, and policy/procedure and budget documents.
- Ability to present lectures and talks to a wide variety of audiences.
- Ability to understand, demonstrate, and implement problem solving techniques based on the concepts and tenets of community oriented policing.
- Knowledge of, skill and ability to effectively use personal and standard police weapons and equipment, including use of self-defense tactics and operation of police vehicle under emergency conditions.

#### **OTHER:**

- Must have personal integrity, pay attention to details, be emotionally stable and physically fit to perform all of the duties of the Police Lieutenant class of work.

#### **MINIMUM QUALIFICATIONS:**

**In-Grade Requirement:** One (1) year of experience as a Police Sergeant with the Montgomery County Department of Police.

**Education:** Possession of a Bachelor's Degree or equivalent from an accredited college or university.

**Equivalency:** Education may not be substituted for In-Grade Requirement, nor can experience be substituted for required education.

**Other:** Satisfactory completion of required Department training programs.

**License:** Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

#### **PROBATIONARY PERIOD:**

Individuals appointed or promoted to this class will be required to serve a probationary period of twelve (12) months, during which time performance will be carefully evaluated. Continuation in this class will be

contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core I Exam with Drug & Alcohol Screen.

**Class Established:** June 1979

**Revised:** September 1986

**Classification Study:** May 1993 (M)

September 1993

August 1996

June 1999

August 2013

October 2016

**Revised Medical Protocol:** September, 2022