



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*[Signature]*

*Police Chief: John M. Fitzgerald*

**GENERAL ORDER: 4-3 POSITION DESCRIPTION—LIEUTENANT**

DATE: 3/23/2017    Pages: 2    ◇ New ◇ Amended ◆ Revised 4-3

**I. INTRODUCTION**

As the first-line supervisor, the Lieutenant is expected to perform all duties required of every police officer either directly or through his subordinates and is responsible for the work of operational line officers. The Lieutenant must understand Department goals and policies in order to guide officers in their work in furtherance of the goals and policies.

**II. POSITION DESCRIPTION**

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed.

**A. Nature of Work**

This is responsible supervisory municipal law enforcement work.

Work involves responsibility for the command and coordination of subordinate officers engaged in general duty law enforcement. Work also involves supervising the conduct of follow-up criminal investigations. Work requires the use of seasoned judgment in the command of subordinates under normal and emergency conditions. Work is performed with considerable independence and in accordance with applicable laws, ordinances, and regulations under the general supervision of the Chief. Work is reviewed through observation, discussions, and reports for results obtained.

**B. Examples of Essential Work/Duties**

1. Inspects the appearance of subordinate officers; assigns officers to patrol areas; relays and explains special orders and information; irregularly conducts Village patrol and provides back-up to officers as necessary; observes officer performance in the field; gives advice to employees when necessary and evaluates and rates the performance of employees.
2. Assists in the apprehension and arrest of law

violators; questions suspects and interviews witnesses; delivers credible testimony in court.

3. Reviews reports of subordinates and prepares reports for the Chief, the Village Manager, and other government agencies; responds to and takes command of major incidents or emergencies.
4. Conducts administrative investigations into allegations of misconduct or policy violations.
5. Supervises investigations; reviews reports and makes investigative assignments as appropriate; provides advice and assistance relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.
6. Serves as a training officer; patrols with recruits and instructs officers on police procedures; evaluates officers within established guidelines.
7. Performs patrol and other related work as required.
8. Administers the internal landline phone system, cellular phone/radio network and printers. This includes troubleshooting and assistance in day-to-day use. Identifies, evaluates and recommends alternative service providers as needed.
9. Ensures that all internal IT systems are functional and secure. Interacts with IT vendors and suppliers as needed. Works closely with Village Manager and Finance Director to ensure that IT contracts proceed according to contracting schedule, in terms of both time and budget. Coordinates with Montgomery County to ensure adequate IT support for email and internet access on the County's network.

**C. Desirable Education and Experience**

Graduation from high school and considerable experience in law enforcement work; or any equivalent combination of training and experi-

ence which provides the following knowledge, abilities, and skills:

1. Considerable knowledge of modern police practices and methods;
2. Considerable knowledge of department procedures, rules, and regulations;
3. Considerable knowledge of applicable federal, state, and local laws and ordinances, including laws of arrests.
4. Considerable knowledge of the street layout and geography of the Village;
5. Knowledge of the principles and methods of organization, management, and supervision;
6. Ability to assign, supervise, review, and evaluate the work of subordinates;
7. Ability to communicate effectively both orally and in writing.
8. Ability to analyze situations quickly and objectively and determine proper courses of action;
9. Ability to maintain records and prepare reports;
10. Ability to maintain effective working relationships with others;
11. Ability to meet physical requirements as may be established by competent authority;
12. Skill in the use of firearms and such other regular and special police equipment as may be assigned.
13. Knowledge of police communications and regulations

This directive voids the previous version dated 6/6/2016.