

CAPITOL POLICE OFFICER, LIEUTENANT**Nature of Work**

Under limited supervision, performs managerial and administrative duties necessary for the efficient security and law enforcement operation for the division; including, but not limited to, the planning, conducting and monitoring of all shift operations occurring within the area of assigned responsibility. Coordinates the activities and duties of division members and civilian employees assigned to his/her command. Performs related work as required.

Distinguishing Characteristics

The rank of Lieutenant shall report to the Deputy Director and will supervise Sergeants and Capitol Police Officers. The Lieutenant will be in charge of all shift operations.

Examples of Work

Coordinates all enforcement/security efforts relating to the reporting and investigation of security concerns, safety issues, criminal activity, and other complaints as well as vehicle and other accidents.

Facilitates the exchange of law enforcement information with the West Virginia State Police, municipal, county, and federal police agencies operating within the Division's jurisdiction.

Participates in law enforcement, security and safety efforts; investigates criminal complaints, vehicle and other accidents; patrol all areas of the Capitol Complex.

Conducts security and safety assessments and training seminars.

Conducts performance evaluations for all subordinate members and makes written recommendations for promotions, demotions, or other disciplinary action.

Responsible for the maintenance of discipline and the proper performance of duties for him/herself and all subordinates.

Responsible for the observance of division rules, regulations, policies, and other division directives both oral and written by all members and civilian employees assigned to his/her command and ensures the proper personal appearance of all members and civilian employees.

Responsible for the observance of the established division chain of command by all members and civilian employees assigned to his/her command.

CAPITOL POLICE OFFICER, LIEUTENANT (CONT'D)**Examples of Work (cont'd)**

Prepares and submits written reports to the Deputy Division Director of any misconduct, failure in the performance of duty, disobedience of orders, violation of any division policy, rule, regulation, or other directive, or any other action or lack of action on the part of any member.

Reviews reports for compliance and responsible for the submission, form, completeness and quality of all reports submitted by members.

Responsible for the general appearance, maintenance and security of all division offices, buildings and grounds.

Responsible for the proper use, maintenance, necessary replacement and security of all general equipment assigned to and used by members.

Responsible for the proper use, care and maintenance of all division owned, leased, or maintained transportation equipment.

Maintains all records and reports required of him/her and subordinates by division policy, rules, regulations and other directives.

Notifies Deputy Division Director regarding any information of extraordinarily serious incident or crime, riot, civil disturbance, wilful disruption of governmental processes, or other such emergency situation.

May direct the temporary movement, placement or consolidation of members to meet requirements of any extraordinarily serious incident or crime, riot, civil disturbance, willful disruption of governmental processes, or other such emergency situation; commands or takes charge at the scene unless/until relieved of such responsibility by the deputy division director or division director.

Knowledge, Skills & Abilities

Knowledge of security and safety trends.

Knowledge of state and federal laws and regulations relating to law enforcement.

Knowledge of appropriate means of exercising force against offenders.

Ability to supervise and direct the work of others.

Ability to operate police equipment and firearms.

Ability to analyze security problems and recommend feasible and effective solutions.

CAPITOL POLICE OFFICER, LIEUTENANT (CONT'D)

Knowledge, Skills & Abilities (cont'd)

Ability to operate and maintain electronic security equipment.
Ability to take prompt effective action in time of crisis.
Ability to communicate clearly and effectively with public officials and the general public.

Minimum Qualifications

Training Graduation from a standard high school or the equivalent.

Experience Ten years of full-time or equivalent part-time paid experience as a certified law enforcement officer in which three years was in a supervisory law enforcement capacity.

Special Requirement Successful completion of supervisory and management training and the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor's Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer.

Established: 5/20/1999

Effective: 6/01/1999