

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Lieutenant	<b>JOB CODE:</b> 490B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> CCSD Police Department	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Captain, CCSD Police Department	<b>PAY GRADE:</b> Rank G (NK07)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides supervisory leadership of CCSD Police Department personnel during daily operations; On-Scene Commander for the Cobb County School District during critical incidents and crime scenes; manages and conducts criminal investigations; manages the crossing guard program; work to ensure a safe and secure environment for CCSD students and staff; works with and assumes the responsibilities of the captain, CCSD police department in his/her absence.	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED, Bachelor's degree preferred (combination of experience and education may be used to meet the degree requirement)
2.	Certification/License Required: POST certification as an instructor and in-service training
3.	Experience: Minimum 10 years law enforcement supervisory experience
4.	Physical Activities: Capable of actions required in rigorous training required by the police academy
5.	Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Responds to and makes decisions related to critical incidents and crime scenes when necessary.
3.	Disseminates administrative and policy directives.
4.	Supervises CCSD Police Department personnel to work locations and all other duties as required.
5.	Assists in criminal investigations.
6.	Supervises police officers, maintains morale and reviews the work of sergeants, officers and clerical staff.
7.	Supervises crossing guard program; makes assignments, provides training, handles complaint issues.
8.	Develops departmental police forms and supervises the maintenance of records and reports related to police activities under supervision and reviews reports prepared and submitted by subordinates.
9.	Assumes the duties and responsibilities of the captain in his/her absence.
10.	Works with the Chief and/or captain in implementing and coordinating district-wide programs.
11.	Serves as liaison between the Cobb County Police Department, Cobb County Sheriff's Office, City Police agencies and the Cobb County Court System.
12.	Assists in recommendations of qualifications and standards for employment of personnel assigned to the department.
13.	Informs the leadership office and the captain of suspected criminal activity.
14.	Participates in stakeout operations at selected sites as needed.
15.	Responds to emergency situations including, but not limited to, reported felony crimes in progress, fire alarms and burglar alarms.
16.	Supervises and/or instructs departmental training as mandated by the CCSD Police Chief; coordinates training to other essential CCSD staff.
17.	Develops departmental training programs and lesson plans, maintains all training files.

18.	Cooperates and assists local school principals with safety and security issues.
19.	Adheres to laws governed by the United States, the State of Georgia, the County of Cobb departmental policy and the Cobb County Board of Education Policy and Regulations.
20.	Provides supervisory leadership of CCSD Police Department personnel in law enforcement and procedural matters during daily operations, special events, patrol operations and emergency operations in accordance with federal, state, and local laws and the police and/or procedures of the school district.
21.	Maintains instructor certification through Georgia's POST; serves as a training administrator for the department through the Georgia Police Officers Standards and Training Council (P.O.S.T.).
22.	Supervises records division; processes open records requests, compiles and disseminates monthly reports (Uniform Crime Reports – UCR, Unsafe Schools, etc.).
23.	Remains available for call on a 24-hour basis.
24.	Maintains and oversees department inventory.
25.	Maintains equipment (uniforms, safety gear, radios, and office supplies).
26.	Receives and conducts investigations of complaints on CCSD Police Department personnel; coordinates investigations involving other CCSD personnel through HR.
27.	Maintains the property and evidence room; ensures proper documentation of evidence.
28.	Develops and submits plans for improved departmental work, manages and provides supportive training to the CCSD Special Response Team in relation to critical incidents.
29.	Manages the State Certification Program
30.	Performs other duties as assigned by appropriate supervisor.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_