



LIEUTENANTS

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I. Purpose

The purpose of this Written Directive is to enumerate the duties and responsibilities of the Lieutenant's position as it relates to the chain of command.

II. Policy

It is the policy of the University of Maryland, Baltimore Police Force (UMBPF) that all members of the organization understand the role and responsibilities of the Lieutenant as identified through this Written Directive.

III. Duties and Responsibilities

A. Command Responsibilities

1. Lieutenants shall have a thorough knowledge of modern law enforcement principles, procedures, techniques and equipment. Lieutenants must have considerable knowledge of applicable laws, ordinances, and Agency rules and regulations.
2. A Lieutenant assigned to a Section/Division/Bureau under the command of a superior officer shall, during the superior officer's tour of duty, act as an assistant. In the absence of the superior officer, the senior-ranking Lieutenant shall be in charge of the Section/Division/Bureau, unless otherwise directed. While acting in such a capacity, Lieutenants shall be subject to and guided by the rules, regulations, and procedures for commanding officers.
3. In the prolonged absence of a Captain, the Chief of Police shall designate a Lieutenant as Acting-Captain. The assignment shall be made known to agency members by means of a published Personnel Order. As an Acting Captain, the Lieutenant shall possess and exercise all the powers of a Captain.
4. Lieutenants shall carry out all orders of their superior officers. However, if it is necessary in the case of an emergency to countermand any such orders, they shall report in writing to their commanding officer the reason for taking this action.

5. Lieutenants shall be charged primarily with the immediate supervision of all members of their Section/Division/Bureau and shall be held strictly accountable for the discipline, conduct and efficiency of all members.
6. Lieutenants shall instruct their subordinates in the proper performance of their duties and when necessary, assist them in their investigations, the preparation of court cases, crime prevention activities, and administrative procedures.
7. Lieutenants will evaluate the performance of employees and complete performance evaluations of employees assigned to them.
8. Lieutenants shall:
 - a. Review the performance of employees and assist supervisors in making improvements when needed.
 - b. Review employee evaluations that have been completed by the supervisors and assist the supervisors through guidance and training when needed.

B. Training

1. Lieutenants will provide training and instruction to subordinates in order to support them in performing their tasks, duties and responsibilities efficiently and completely.
2. Lieutenants shall communicate policy, procedures, rules, and regulations of the UMBPF to subordinates and encourage compliance through action and example.

C. Additional Responsibilities

1. Lieutenants will contribute to the wellbeing of the UMBPF in the form of making suggestions, following orders, and solving problems.
2. Lieutenants will act as liaisons with outside law enforcement and regulatory agencies.
3. During their tour of duty, Patrol Lieutenants shall patrol the campus when not engaged in other police or administrative duties.
4. Lieutenants will prepare administrative reports, draft and review policy and perform all duties as assigned by superior officers.
5. Lieutenants will ensure that complaints are properly recorded, investigated and forwarded in accordance with **WD 5.9 Rules of Conduct & Internal Affairs** of the Policy and Procedure Manual.
6. Lieutenants shall ensure employees, job applicants and citizens are not discriminated against or harassed because of race, color, religion, national origin or ancestry, age, sex or sexual orientation, gender identity or expression, physical or mental disability, marital

status, protected veteran's status or political affiliations, pregnancy, child care needs or disability.

7. Lieutenants will perform other related duties as required.

Written Directive System Impact

Upon approval and publication, this edition of WD 2.1 supersedes all previous editions.

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