



<b>Job :</b>	Drug Enforcement Lieutenant	<b>FLSA :</b>	Non-Exempt
<b>Department/Div:</b>	Police Department	<b>EEO-4:</b>	
<b>Reports to:</b>	Police Captain	<b>Date:</b>	06/2024
<b>Supervises:</b>			
<b>Starting Annual Pay:</b>	<b>\$62,451.00</b>		

#### JOB SUMMARY

This is management, supervisory police work in directing the activities of subordinate officers and specialized law enforcement work at the full performance level involving the application of specialized knowledge and abilities in the investigation, prevention, and detection of crime using community oriented policing and problem oriented policing techniques. These elements distinguish this class from other classes of personnel who may make preliminary investigation of cases at the scene of a crime.

Work is performed in accordance with established rules and procedures. Employee performs duties under the general direction of the Chief of Police through consultation, review of written reports and evaluation of work accomplished.

#### MAJOR DUTIES

1. The following duties and associated tasks are typically performed by an employee in this position. No attempt is made to be exhaustive in the following list.
2. Supervises subordinate officers through assigning cases, reviewing reports, holding training sessions, and counseling.
3. Supervises and prepares search warrants for recovery of stolen property or contraband and serves search warrants.
4. Investigates complaints on subordinates and assists with other disciplinary problems of subordinates.
5. Supervises and participates in investigations of alleged violations of drug and alcoholic beverage use and sale, gambling operations, prostitution, and other vices, major theft and fencing operations, and other types of investigations as directed.
6. Controls drug traffic through supervision and participating in patrolling jurisdictional waterways to locate and apprehend smugglers through checks of all motels, airports, and other private airstrips in the area to discover smuggling activity.
7. Correlates the performance of duties with relevant local, state and federal agencies to share information and assists in drug surveillance, investigation, and arrest.
8. Makes requisitions for supplies, equipment, and informants' pay.
9. Obtains information or secures evidence for arrest of persons alleged to have committed a crime; interviews suspects, prisoners, complainants, and witnesses to obtain information about crimes; visits the crime scene, assists in the search for a preservation of evidence; investigates and follows up clues, takes latent fingerprints and crime scene photographs and searches for and apprehends violators.
10. Conducts specialized types of investigations (i.e., wiretaps and surveillance) and raids and apprehends violators; investigates complaints of agitators and suspected criminals; visits establishments most likely to cater to the criminal element.

11. Prepares and maintains complete and accurate written reports of investigation and activities; appears in court to present evidence and testify against persons accused of committing crimes.
12. Assists officers from other jurisdictions to recover stolen property, make investigations or arrests, and interrogate suspects.
13. Performs other assigned duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

1. Knowledge of modern methods and practices of criminal investigation and identification.
2. Knowledge of Police Department rules and regulations and of pertinent federal and state laws.
3. Knowledge of geography and population patterns of the city and county.
4. Knowledge of contraband materials.
5. Knowledge of law and court rulings pertaining to probable cause.
6. Knowledge of basic fingerprinting.
7. Experience in the development of informants.
8. Knowledge in the use of firearms and other assigned equipment.
9. Ability to observe and remember facts and details.
10. Ability to secure necessary information through interviews and investigative channels.
11. Ability to effect and maintain a satisfactory working relationship with other employees and the general public.
12. Ability to prepare clear and comprehensive reports and to understand and to execute oral and written directions.
13. Ability to use good judgment when dealing with difficult and confidential investigations.
14. Thorough knowledge of and experience in the application of modern methods and practices of administration of a police department;
15. Knowledge of court procedures and the ability to testify effectively.
16. Ability to operate all law enforcement equipment required in the performance of required duties.
17. Good physical condition.

#### **SUPERVISORY CONTROLS**

The Police Captain assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### **GUIDELINES**

Guidelines include the Official Code of Georgia Annotated, the US Constitution, city codes and ordinances, certification requirements, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative, supervisory, drug investigation, and law enforcement duties. Dangerous and life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in assigned department functions. Success in this position contributes to the enforcement of local, state, and federal laws and to the safety of life and property.

#### **CONTACTS**

- Contacts are typically with co-workers, other city employees, court personnel, attorneys, representatives of other public safety agencies, victims of crimes, witnesses, suspects, representatives of state agencies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- Additional work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to contagious or infectious diseases, or irritating chemicals. Work requires the specialized law enforcement equipment.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

### **MINIMUM QUALIFICATIONS**

**Georgia Law 35-5-8 requires in part that a person employed in any police service classification:**

- be a citizen of the United States;
- have a high school diploma or its recognized equivalent;
- not have been convicted by any state or by the federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor shall he have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law;
- be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal records;
- possess good moral character as determined by investigation under procedures established pursuant to the act;
- have an oral interview with the hiring authority or his representative(s) to determine such things as applicant's appearance, background, and ability to communicate;
- be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional or mental conditions which might adversely affect his exercising the duties or powers of a peace officer.

### **Eligibility requirement for promotion to Lieutenant**

An applicant must:

1. Be a Police Sergeant in the Brunswick Police Department having successfully completed the probationary period.
2. Must have successfully completed 40 hours of training in the year prior to the promotional process announcement.
3. The Police Chief may open up the testing process to probationary sergeants. They shall not receive promotional consideration until such time as they successfully complete the Sergeants probationary period.
  - a. In the event of conflicting eligibility requirements, the most current promotional announcement shall be the final authority.

***The City of Brunswick is an Equal Opportunity and E-Verify employer.***