Auburn University Job Description

Job Title: Police Lieutenant
Job Code: EE15
FLSA status: Non-exempt

Job Summary
Performs a variety of advanced supervisory police work assisting in the operation of activities of a section of the department.

Essential Functions
1. Oversees and exercises general supervision over operational activities of a section by planning, organizing, and monitoring of activities of that section.
2. Oversees and coordinates criminal investigations and internal investigations, the questioning of witnesses, preparing and serving warrants, testifying in court, and related recordkeeping activities.
3. Receives and responds to complaints, concerns and inquiries from the faculty, staff, students, and other law enforcement agencies.
4. Assists in the development and dissemination of department policy, procedures, rules, and regulations.
5. Organizes and coordinates special security and protection assignments.
6. Plans, coordinates, prepares, organizes security related training activities and educational information for the university community.
7. Prepares, reviews, and analyzes reports, determines trends and makes recommendations for changes and improvements.
8. Maintains security, integrity, and confidentiality of various records, files, and/or reports in the area of assignment.
9. Develops and maintains professional relationships with departments and organizations on campus as well as local law enforcement agencies, city and district attorneys, and judges.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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| Experience (yrs.) | 4 | Experience in investigation techniques and law enforcement. |

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of police procedures, state and federal laws, victim and suspect rights, and investigative techniques.

Certification or Licensure Requirements
Must meet the requirements outlined as a Certified Alabama Peace Officer. Must have a valid Alabama driver's license.

Physical Requirements/ADA
Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/7/2011