

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

POLICE LIEUTENANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future supervisory Police Lieutenant positions within the Department of Administration and the University of Wisconsin System. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional positions located within the Department of Administration and the University of Wisconsin System that supervise Police Sergeant(s), Police Officer(s) or other comparable titles. Positions in this classification meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional or supervisor as defined in s. 111.81(15) and (19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which function as a non professional supervisor for the majority of the time and are more appropriately classified as a Police Sergeant.
3. Positions that are **not** located within the Department of Administration or the University of Wisconsin System.
4. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

Positions in this classification perform administrative level duties and have the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline employees or to authoritatively recommend such action. Positions at this level function under the general direction of a Police Captain, Deputy Police Chief, Police Chief, Director, or other comparable title(s). There are 10 allocation patterns in this classification.

Department of Administration

1) DOA Capitol Police Special Operations Lieutenant is responsible for the Investigative/Court Services Section, Communication Services, Technical Security & Safety and the Dignitary Services Section operations. This position supervises Police Sergeant(s) and may also supervise Police Officer(s), Police Communications Operator(s), Security Officer(s), Detective(s) or other support staff.

2) DOA Capitol Police Patrol Lieutenant is responsible for the Madison and Milwaukee Patrol Sections, the Mounted Unit, the Lottery Officers and the K-9 Unit. This position supervises Police Sergeant(s) and may also supervise Police Officer(s), Security Officer(s), or other support staff.

University of Wisconsin Madison

All UW-Madison Police Lieutenants in these allocations: a) Are responsible for acting as Manager In Charge of the Department on a rotating basis for major incidents on a 24 hour basis during several assigned weeks each year.; b) Serve on the Department's leadership team (only Lieutenants and above) that effectively manages or oversees all the Department's functions; and c) Supervise police sergeants, police officers, and other staff at a variety of events and incidents each month. This includes crowd control and police event management.

3) UW-Madison Day Field Services/Detective Lieutenant is responsible for supervising investigations of the detective bureau, police patrol, police community officers, communications and route security activities occurring during the first shift. This position supervises Police Sergeant(s), and may also supervise Security Supervisor(s), Detective(s), Police Officer(s), Security Officer(s), and Police Communication Operator(s)

4) UW-Madison Evening Field Services Lieutenant is responsible for the supervision of the second and third shift police patrol and route security operations as well as communications. This position supervises Police Sergeants, and may also supervise Security Supervisor(s), Police Officer(s), Security Officer(s), and Police Communication Operator(s).

5) UW-Madison Accreditation Lieutenant has delegated authority from the Chief of Police to direct, on a daily basis, Police Lieutenants, Sergeants and Police Officers with regards to accreditation issues by the Commission on Accreditation for Law Enforcement Agencies. Identify, formulate, and implement organizational wide accreditation policies and practices relating to establishing and maintaining continued compliance and quality excellence within our Police Department for our stakeholders and customers. .

6) UW-Madison Personnel Lieutenant administers the hiring and promotional process for all department positions, including recruitment, testing and the selection of individuals to fill position vacancies. This position is the liaison with the Office of Human Resources; Classified Human Resources and the Office of State Employment Relations. This position supervises Police Sergeant(s), and may also supervise Police Officer(s), or support staff.

7) UW-Madison Special Events Lieutenant has delegated authority from the Chief of Police to direct and be the Lieutenant in charge of all ranks (e.g. Lieutenants, Sergeants, Security Supervisors, etc.) during special events on campus and also serves in a Senior Staff position within Incident Command Protocol during planned and/or unplanned events. This Lieutenant serves as the person in charge of Police and Security issues and the liaison with the entities that plan or hold hundreds of events each year at the University of Wisconsin, Madison. Identify the security and safety needs for public events and dignitary visits, including extremely large scale events such as UW football games with over 85,000 persons in attendance. Identify events where the threat of unrest or violence is significant, and proactively manage layout and entry requirements for such events. Plan all aspects of police staffing and assignments before, during, and after events. Develop and provide training for UW and outside agency law enforcement officers who work events. Provide liaison to contract security and other vendors who provide services related to public safety at events. Determine which events will be charged for services and prepare detailed documents for billing purposes. .

8) UW-Madison Emergency Management Lieutenant oversees the development and maintenance of UW Madison Crisis Response Plan, emergency response plans for various buildings, Continuity of Operations Plans for UW Madison and for UW System, and assists with federal and state compliance with regards to emergency management issues. This Lieutenant supervises a team of Police Sergeants, Emergency Services Coordinators, Police Officers and support staff with a wide range of emergency management duties and assignments.

9) UW-Madison Infrastructure Security Lieutenant oversees the planning and development of access control and physical security measures for the UW Madison campus and the UW Hospital and clinics. This Lieutenant supervises a team of Police Sergeants, Security Supervisors, Police Officers and support staff who are collectively charged with developing and administering access control, cctv, alarms and security planning for all new buildings, as well as retrofitting of existing buildings, including high security select agent labs, animal research facilities, medical research facilities, museums, and facilities that serve large or vulnerable populations.

University of Wisconsin Milwaukee

10) UW-Milwaukee Technical Lieutenant is responsible for maintaining all departmental technical systems, report development and compliance and supervises remote security. This position supervises Police Sergeant(s), and may also supervise Police Officer(s) in the performance of all tasks involving technology use.

11) UW-Milwaukee Operations Lieutenant is responsible for providing leadership in planning, directing and monitoring law enforcement, investigative and all other field operations, assignments, and certain

specialized functions of the department. This position supervises Police Sergeant(s), and may also supervise Police Officer(s).

12) UW-Milwaukee Investigations and Special Assignment Lieutenant is responsible for providing leadership in planning, directing and monitoring law enforcement, investigative and all other field operations assignments, and certain specialized function of the department. This position supervises Police Sergeant(s), and may also supervise Police Detective(s), plainclothes Police Officer(s) and Police Officer(s) assigned to support any special operation.

Other University of Wisconsin Campuses

13) UW Campus (excluding UW Madison and UW Milwaukee) Lieutenant reports directly to the Chief, Director or other comparable titles. These positions supervise Police Sergeant(s), and may supervise Police Officer(s), Police Communication Operator(s), Security Officer(s) or other support staff.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was modified effective March 02, 2008 and was announced in Bulletin OSER-0183-MRS/SC, to reflect language updates to the entire spec. In addition, allocations were added and updated to reflect the current supervisory structure.

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