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| **CLASS CODE:** 8522  **PAY GRADE:** 055 |

**CLASS TITLE:** LAW ENFORCEMENT LIEUTENANT

**ALLOCATION FACTOR(S)**

This is law enforcement work in one of the following areas: (1) directing all activities of a subdistrict in the Florida Highway Patrol or serving as shift commander responsible for troop operations;(2) assisting in directing training or investigative activities for the Florida Highway Patrol; (3) directing public information and recruitment activities for a troop in the Florida Highway Patrol; (4) directing the administrative command for a troop or headquarters unit; (5) directing a field unit in the Investigation Section; (6) directing the Florida Highway Patrol Auxiliary Program in a troop; (7) coordinating the Traffic Homicide Investigation Program; (8) directing the School Bus Inspection Program for the Florida Highway Patrol; (9) coordinating the Drug Interdiction Program for the Florida Highway Patrol; (10) assisting in the administration of the Fleet and Property Management Program for the Florida Highway Patrol; (11) planning, organizing and directing the law enforcement aircraft operations for a state agency; (12) directing the investigation or training activities in the Department of Transportation; (13) directing the activities of eight or less Law Enforcement Officers in a district office of the Division of Alcoholic Beverages and Tobacco; (14) assisting in directing the enforcement of marine, transportation, or wildlife laws and regulations in a district, bureau, or assigned geographic area; (15) assisting in planning and coordinating the statewide marine patrol investigative or training standardization activities; (16) directing a group of investigators responsible for conducting undercover law enforcement investigations of alleged violations of state and federal wildlife and fresh water fish laws and regulations; (17) directing statewide investigative and enforcement activities in the Department of Agriculture and Consumer Services; (18) assisting in planning, organizing and directing the enforcement of arson laws or the investigation of structural fires within an assigned geographic area; (19) directing a group of investigators and insurance fraud specialists responsible for investigating fraudulent insurance acts and criminal violations of the Florida Insurance Code, or assists in conducting internal affairs investigations into allegations of misconduct involving employees of the Division of Insurance Fraud in the Department of Insurance and efficiency inspections of internal administrative functions of the Division; or, (20) directing the law enforcement activities in all State Regional Service Centers or the education and training activities in the Department of Management Services. The employee(s) in the position(s) allocated to this class exercise(s) independent judgment in formulating or assisting in the formulation of policies and procedures which have significant impact in personnel administration and/or preparation and administration of budgets.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

* Directs all activities of a subdistrict in the Florida Highway Patrol.
* Supervise all operations during assigned shift, not limited to, but including, coordinating all activities during critical or emergency situations, selective enforcement operations and coordination of events with municipal and county law enforcement agencies.
* Coordinates the regional investigations program for multi-region and interstate violations of state and federal wildlife and fresh water fish laws and regulations.
* Plans, supervises, and reviews the activities of a district office in the Division of Alcoholic Beverages and Tobacco.
* Makes recommendations to the central office on beverage license applications and transfers.
* Promotes public relations through collaboration with schools and civic groups.
* Plans, assigns, and reviews the work of a group of investigators responsible for undercover investigations of a confidential nature relating to violations of state and federal wildlife and fresh water fish laws and regulations.
* Assists in supervising and participating in the investigations of stolen or fraudulent drivers licenses, stolen motor vehicles or tags, or stolen state documents.
* Plans, organizes, and directs the law enforcement aircraft activities for a state agency.
* Directs and coordinates the law enforcement field operations in all State Regional Service Centers for the Department of Management Services.
* Supervises and coordinates the training and education activities regarding crime prevention, fire safety, first aid and security for all employees in State facilities under the jurisdiction of the Department of Management Services.
* Directs the Florida Highway Patrol Auxiliary Program in a troop.
* Assists in the formulation of budget information guidelines.
* Counsels officers and evaluates their work performance.
* Supervises, develops, and/or conducts training programs for officers.
* Supervises the law enforcement program of the Division of Forestry.
* Recommends legislation, policies, and procedures concerning forest protection, security, and safety.
* Assists in drafting and administering laws and regulations pertaining to the prevention and investigation of theft of livestock and related equipment.
* Plans, assigns, and reviews the work of a group of investigators responsible for the enforcement of arson laws and the investigation of structural fires.
* Directs criminal investigations of fraudulent insurance acts and criminal violations of the Florida Insurance Code.
* Investigates complaints and criminal violations.
* Participates in court proceedings.
* Conducts interviews of prospective officers; investigates background of prospective employees.
* Coordinates law enforcement activities with other agencies.
* Arrests criminals, suspects, and/or arrests and warns violators of the law.
* Maintains equipment.
* Prepares records and reports.
* Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

* Knowledge of law enforcement principles and techniques.
* Knowledge of the criminal justice system.
* Knowledge of crime prevention and control procedures.
* Knowledge of arrest procedures.
* Skill in using restraining devices and firearms.
* Ability to work in dangerous and stressful situations.
* Ability to understand and apply laws, rules, regulations, policies and procedures.
* Ability to deal with individuals and critical situations in an effective manner.
* Ability to gather and preserve evidence.
* Ability to prepare, review and evaluate reports.
* Ability to describe facts and events accurately.
* Ability to plan, organize and coordinate work assignments.
* Ability to communicate effectively.
* Ability to establish and maintain effective working relationships with others.
* Ability to prepare reports.
* Ability to analyze and interpret law enforcement data.
* Ability to effectively interview suspects, complainants and witnesses.

**MINIMUM QUALIFICATIONS**

* Four years of sworn law enforcement or sworn investigative experience.
* College education from an accredited institution can substitute at the rate of 30 semester or 45 quarter hours per year for a maximum of one year of the required experience.
* In addition to the above requirements, Florida Statute 943 requires that any person employed in this class must:
* (1)Be at least 19 years of age.
* (2)Be a citizen of the United States, notwithstanding any laws of the State to the contrary.
* (3)Be a high school graduate or its "equivalent" as the term may be determined by the Criminal Justice Standards and Training Commission of the Department of Law Enforcement.
* (4)Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, nor have received a dishonorable or undesirable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of a felony or of a misdemeanor involving perjury or a false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
* (5)Have his/her processed fingerprints on file with the employing agency.
* (6)Have passed a physical examination by a licensed physician, based on specifications established by the Commission.
* (7)Have a good moral character as determined by a background investigation under procedures established by the Commission.
* (8)Possess a current certificate of compliance for basic employment certification issued by the Criminal Justice Standards and Training Commission.

**EFFECTIVE:**

5/22/1998

**HISTORY:**

10/22/1997

05/08/1997

10/01/1992

10/01/1989

11/09/1988