



# KENOSHA POLICE DEPARTMENT

## POLICY AND PROCEDURE

### 21.6 Duties of Lieutenants

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#### I. SHIFT LIEUTENANT

- A. All Patrol and Investigative shifts will be assigned shift lieutenants who will serve as the shift's or Division's "Executive Officer". His or her day off schedule should not overlap the Captain's so that a commanding officer is on duty at all times.
- B. The Shift Lieutenant will conduct line inspections of each officer working each day to insure that all officers are properly equipped and uniformed for his or her tour of duty.
- C. The Shift Lieutenant will take immediate corrective action on any officer who does not present an acceptable appearance, who is not in proper uniform, or who is not completely equipped.
- D. In the absence of the commanding officer, the Shift Lieutenant's responsibilities will include:
  1. The overall supervision of the shift, including the scheduling and deployment of personnel.
  2. Routine matters, including requests for vacation and sick leave, and disciplinary problems.
  3. Serve as the Shift's principal liaison with the Kenosha Police Department command structure.
- E. At any time when senior Department Commanders are off duty or in field emergency, the Patrol Shift Lieutenant on duty will act as the department's "Watch Commander" responsible for command of all Kenosha Police Department resources, including the Investigations Division personnel.
- F. Lieutenants will be expected to act as trainers within the department as needed.
- G. Lieutenants should be assigned to duty in the field at least 50% of the time.
- H. Duties of Shift Lieutenants
  1. In addition to the responsibilities listed above the duties of Shift Lieutenants on all shifts will include, but not be limited to the following:
- I. The Shift Commander will designate the Lieutenant and one (1) Sergeant on a rotating basis to handle roll call. The Shift Lieutenant will follow the duties of conducting Roll Call as stated in the Policy on Duties of Sergeants in this chapter.

#### II. PATROL LIEUTENANT

- A. The Lieutenant of Patrol will perform the above listed duties in addition to the duties performed by the Patrol Sergeant as outlined in the policy on Duties of Sergeants in this

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chapter. There will always be a Captain or Lieutenant of Patrol on duty at all times to assume overall command and control of the department when Command Personnel are not present and serve as Watch Commander during such times.

### **III. INVESTIGATIONS LIEUTENANT**

- A. Lieutenants assigned to the Investigations Division will have the same shift tasks as the Patrol Lieutenant with the addition of duties specific to the Investigations Division.
- B. The Investigations Lieutenant will be under the direction of the Captain of Investigations and will act as the Investigations Division Commanding Officer in his or her absent.
- C. The Lieutenant will coordinate the activities of the Investigations Division with the Patrol Division.
- D. The Investigation Lieutenant will also perform the duties of the Investigations Sergeant when necessary. (See the policy on Duties of Sergeants in this chapter for details.)