

## **Sr. Police Supervisor I (Lieutenant)**

### **UNC Pembroke Police Department**

Working Title: Lieutenant

Vacancy Type: Exempt Professional Staff (EPS)

Recruitment Range: Commensurate with Education and Experience

Anticipated Hiring Range: Commensurate with Education and Experience

Position # 3211

FLSA Status: Exempt

Months per year: 12

Is this a grant funded position: No

#### **Job Description:**

The Lieutenant (Senior Police Supervisor) reports to the Assistant Chief of Police (Police Commander). This position provides daily mid-level management and supervisory oversight to one of the department's functional divisions. The Lieutenant may provide direct supervision to sworn police supervisors (Sergeants) and non-sworn supervisors and personnel. The Lieutenant will be responsible for managing the daily operations of their assigned division and will be accountable for the success of the division in accomplishing division goals and assigned tasks. The Lieutenant may be assigned supervisory or direct duties related to the areas of patrol operations, security operations, special event security operations, investigations, evidence / property management, community policing activities, community engagement activities, crime prevention programming, training, communications, records management, Clery compliance, accreditation, grant management, equipment and logistics, parking and traffic enforcement, and other operational or administrative functions. The Lieutenant will assume command duties the absence of the Chief of Police and the Assistant Chief of Police. The Lieutenant will act as a department representative on behalf of the Chief of Police at meetings and events. The Lieutenant may command special events, may serve in the Emergency Operations Center (EOC), or may act as a liaison to other law enforcement or emergency service agencies at the direction of the Chief of Police. The Lieutenant will perform other duties as assigned by the Chief of Police or Assistant Chief of Police.

The Lieutenant will direct and lead subordinates in enforcing state and federal laws and local campus ordinances and policies. The Lieutenant will direct and lead subordinate personnel to ensure that actions taken are lawful and in compliance with departmental policies. The Lieutenant will ensure that department resources are effectively utilized, including personnel and equipment, to best accomplish the department's mission through conducting inspections,

reviewing documentation, and making observations. The Lieutenant will serve as the event commander for special events, to include creating special event operations plans and on-site management of the event. The Lieutenant will supervise and evaluate direct report personnel and ensure the appropriate supervision and evaluations of indirect report subordinate personnel. The Lieutenant will be responsible for assessing the training and career development needs of personnel assigned to their area of supervision and will be responsible for the training and development of those personnel. The Lieutenant will establish work plans, conduct performance evaluations, recommend and administer disciplinary actions, administer counseling, and provide coaching and mentoring to subordinate personnel. The Lieutenant will effectively communicate with others through written and verbal communication. The Lieutenant will assist in the development, revision, and administration of departmental policies, procedures, and general orders. The Lieutenant will serve in an assigned role in the selection and hiring process for new personnel and will make hiring recommendations. The Lieutenant will support departmental accreditation efforts as required.

The Lieutenant will provide oversight to subordinate personnel by making personal observations of the personnel's work practices and performance and by reviewing work products, such as reports, completed by subordinate personnel. The Lieutenant will prepare complete, concise, and accurate reports. The Lieutenant will review subordinates' reports and documentation to ensure that the reports are complete, concise, accurate, and within departmental standards. The Lieutenant will ensure that subordinate supervisors are adequately and effectively reviewing reports for compliance standards by acting as a second level quality control check. The Lieutenant will assist subordinate personnel with duties, when necessary, such as in times of increased workload or due to staffing shortages. The Lieutenant will perform the duties of a campus law enforcement officer, including but not limited to responding to calls for service, conducting patrol duties, conducting investigations, completing reports, issuing citations, and making arrests. The Lieutenant will participate and coordinate, as required, in community-oriented policing programs and activities.

This position is designated as Mandatory Personnel. Mandatory Employees are employees whose presence has been determined to be mandatory to University operations during certain types of adverse weather or emergency events.

#### Min T/E Requirements:

Completion of North Carolina Basic Law Enforcement Training (BLET) program; Current certification from NC Criminal Justice Education Training and Standards Commission as a commissioned police officer or certification eligible within 30 days. Minimum of Bachelor's Degree or greater and six (6) years of sworn law enforcement experience or an associate degree and eight (8) years of sworn law enforcement experience. At least three (3) years of the experience must have been in a supervisory role equivalent to a Police Sergeant or greater.

Advanced Law Enforcement Certificate through the NC Criminal Justice Education and Training Standards Commission.

Management Preference:

Bachelor's Degree in Criminal Justice or closely related field and 6 years of progressively responsible supervisory experience in a Higher Education setting with a campus law enforcement agency. Completion of law enforcement leadership training such as the Supervisor Leadership Institute through FBI LEEDA or leadership / supervisor training through another reputable organization.

Lic or Certification required by statute or regulation: NC Law Enforcement Certification through the NC Criminal Justice Education and Training Standards Commission.

Job Opening Date: 01/05/2026

Job Closing Date: Open Until Filled

Quick Link to Posting <https://jobs.uncp.edu/postings/12897>

Special Instructions to Applicants

This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check, employment verification, reference checks, license verification (if applicable) and credit history check (if applicable). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. New employees are paid only by direct deposit to the financial institution of their choice. Candidates claiming Veterans Preference must attach a copy of their DD-214 as a part of the online application process.

UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or expression and national origin. UNC Pembroke is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.