

This FJA has been submitted by the Department as an "update only" in conjunction with the Governor's FJA Initiative 2017.

State Police Lieutenant

Analysis  
OF HUMAN RESOURCES

POSITION NUMBER  
(Leave Blank)

7003-06500-4001

BUREAU OF HUMAN RESOURCES

TYPE OF POSITION: CLASSIFIED UNCLASSIFIED

ASSIGNED CLASS TITLE and if applicable, WORKING TITLE

ASSIGNED RANGE

SIGNATURE OF DIRECTOR, BUREAU OF HUMAN RESOURCES

DATE

TO BE COMPLETED BY EMPLOYEE OR AGENCY PERSONNEL UNIT

TYPE OF REQUEST

☐ NEW POSITION ☐ RECLASSIFICATION  
☐ RANGE CHANGE ☐ NEW CLASSIFICATION

TYPE OF POSITION

☐ CLASSIFIED  
☐ UNCLASSIFIED (include statutory reference)

EMPLOYEE NAME

Anna Love

LOCATION OF  
POSITION Augusta

TELEPHONE NO.  
624-7291

PRESENT TITLE

State Police Lieutenant (Confidential)

Range  
29

NAME OF SUPERVISOR

Lt. Col. John Cote

TELEPHONE NO.  
624-7202

DEPARTMENT

Public Safety

BUREAU/DIVISION

State Police

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

SIGNATURE OF INCUMBENT

DATE

SIGNATURE OF IMMEDIATE SUPERVISOR

DATE

SIGNATURE OF AGENCY PERSONNEL DESIGNATE

DATE

My signature below does not imply that I agree that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. My signature only certifies that I approve this document for processing.

SIGNATURE OF AGENCY COMMISSIONER

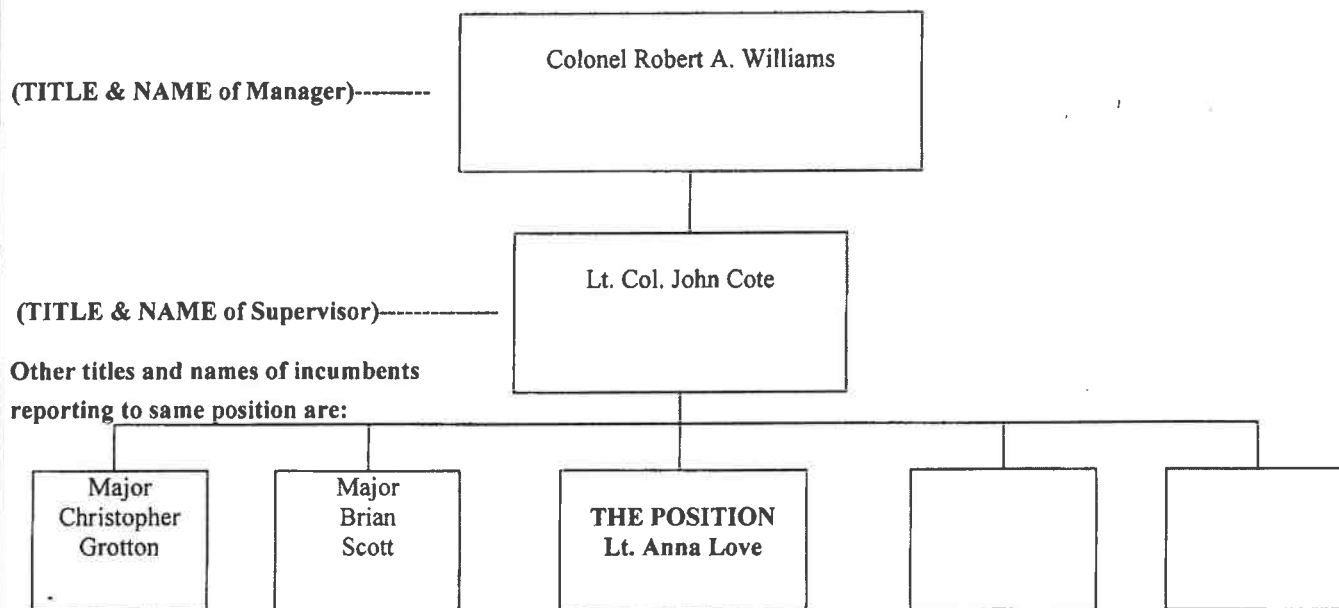
DATE

Signatures of the IMMEDIATE SUPERVISOR, AGENCY PERSONNEL DESIGNATE, and AGENCY COMMISSIONER must be present before submission to BHR. In the event the Immediate Supervisor and/or other certifying officials disagree with the content of the FJA-1 and agreement cannot be reached with the incumbent, a memo specifying the differences must accompany the FJA-1.

Document Revision History  
05/17 Revised Document



1. Complete the wire diagram to show **THE POSITION** within the organizational structure OR attach the Department's current Organizational Chart.



2. Who does **THE POSITION** supervise (list titles and position numbers.) and what responsibilities are delegated by **THE POSITION** listed to the positions supervised?

Carleton Small – Sergeant, Internal Affairs Unit  
Charlene Giroux – Office Associate II, Internal Affairs Unit

3. Primary purpose of **THE POSITION** (Why does it exist?)

The State Police Professional Standards Unit exists to manage and investigate all allegations of misconduct lodged against members of the Bureau. The unit manages all grievances filed under the collective bargaining agreement between the State and MSTA and MSEA when appropriate. The Unit acts as a repository for all Bureau personnel investigations as well as commendatory letters and outside employment requests. The Unit also serves as an inspections unit performing random audits of report writing, investigations, evidence handling, etc., ensuring appropriate policy is followed.

4. List the types of decisions **THE POSITION** has authority to make.

The Position exists to manage the operations of the unit, including case investigation, grievance processing, and oversight of all disciplinary matters. The Position makes recommendations relative to; and advises the State Police Command staff on disciplinary matters and assists the chief and Deputy Chief with contract administration. The Position represents management during collective bargaining-services on joint committees.

5. In your own words, list knowledge and abilities essential to **THE POSITION**.

Ability to - prepare reports for the Chief and Deputy Chief  
 Ability to - decide the priority of the caseload for the Office Associate II (OA-II)  
 Ability to - conduct audits on Quality Control regarding report writing and following policy etc.  
 Ability to - analyze case statistics to assist the administration with personnel decisions and training initiatives.  
 Ability to - develop and coordinate remedial training when appropriate (i.e. professional boundary training, professional communication training and performance management training.)  
 Ability to - review policy and recommends updates when appropriate. This unit also assists in writing policy.  
 Ability to - track use of force reporting and provides an annual report to command staff and the academy.  
 Ability to - track excessive use of force complaints and provides statistical data related to dispositions and biographical information.  
 Ability to - monitor and manage MSP's Early Intervention System. Tracks trends or patterns and notifies command staff and commanders if there appears to be an issue and recommends appropriate action. (Performance Review, EAP, etc.)  
 Ability to - fulfill MSP's Giglio Reporting Requirements. Identifies and tracks, informs prosecutorial units, and provides training on the requirements of Giglio.  
 Ability to - provide training annually to recruits, Corporals, Sergeants and Lieutenants on administrative investigations, contract guidelines and performance management.  
 Ability to - monitor social media for policy violations.  
 Ability to - respond to FOAA requests and complies with relevant personnel records requests.  
 Ability to - track all MSP law suits.  
 Ability to - investigate all complaints reported against any member of the Maine State Police, along with MSTA/MSEA and with impartiality, and to provide those findings to the Chief and Deputy Chief for potential disciplinary action.  
 Ability to - interview any witnesses involved in all complaints filed, either face to face or telephonically.  
 Ability to - plan, organize, direct and evaluate the operations of the Unit.  
 Ability to - train, supervise, evaluate and discipline subordinates.  
 Knowledge of - laws, rules and regulations applicable to, and enforced by the Maine State Police.  
 Knowledge of - State Police operations and standard operating procedures, and core values.  
 Knowledge of - DPS and Bureau mission, goals objectives and organizational structures.  
 Knowledge of - law enforcement investigation methods, procedures and techniques.  
 Knowledge of - ability to administer grievance processes relative to MSTA and MSEA collective bargaining agreements.  
 Knowledge of - collective bargaining process.  
 Knowledge of - various aspects of personnel administration, labor law and due process.  
 Knowledge of - digital recording devices, camera and phones. How to review and extract information.

6. Amount of dollars for which THE POSITION is directly accountable.		DOLLAR IMPACT
7. Justification for request; identify changes to THE POSITION and/or reason(s) for the request.		
8. Requested Job Classification Code, Title, and Range (if known).		
9. In your own words, list THE POSITION responsibilities		
Task #	Task	
Example 1	Develops project proposals using state and federal guidelines in order to obtain funding for the agency.	

35%	Plans, organizes, directs and oversees the activities and responsibilities of the Unit. Review all allegations of misconduct and assign for investigation based upon nature of complaint. Ensures that allegations of misconduct are investigated pursuant to the applicable collective bargaining agreement after careful evaluation. Ensures that the efforts of the Unit are focused upon the attainment of the Unit's goals and objectives as established by the Administration in General Order 52A. Trains all relevant personnel on administrative investigation procedures, Giglio requirements and identifies or develops remedial training.
35%	Schedules and conducts interviews with complainants, witnesses, employees. Gathers and evaluates other evidence as necessary. Corresponds with complainants regarding outcome of investigations. Investigates allegations of misconduct involving sworn and unsworn personnel including superior officers. Prepare written reports for case presentation to the Colonel and Lt. Colonel. Maintain the integrity of the unit data base for accuracy and content.
10%	Briefs Deputy Chief on regular basis as to status of investigations and issues of importance that come to the attention of the Unit. Advises/recommends to Deputy Chief/Chief alternative courses of action on discipline, training, counseling as to the result of the Unit investigations. Briefs Commissioned Officers on a monthly basis on disciplinary matters and Unit related issues.
10%	Advises Bureau Commanders on proper administration of contract relative to member's rights. Advises, directs Bureau of Commanders on the post-investigation administration of discipline. Prepares appropriate disciplinary documentation as directed by Deputy Chief (suspensions, termination letters, corrective memorandae, written reprimands.)
10%	Participates in collective bargaining process as member of State bargaining team. Participates in grievance process by preparing cases for presentation, presenting testimony, advising Bureau Personnel Director. Writes grievance responses at the direction of the Deputy Chief.

If the employee identifies responsibilities they perform that you did not list and you agree they do those tasks. You (the supervisor) should add those to the form.

If the employee does not agree regarding responsibilities and classification, bring this matter to the Bureau Director who then must be in contact with Sue Bell in Human Resources.

**Important Note:** Employees should not sign off on the list of tasks. Supervisors will provide notification that they have discussed the information on this form and the employee agrees they are accurate.

All of this information /forms are then sent to the Bureau Director. The Bureau Director will ensure appropriate documentation is forwarded to the Human Resource Office. Appropriated documentation will consist of a copy of the FJA information that was completed on pages 2 and 3 and the Supervisor will sign off - they have met and these are an accurate description of the job) using the form below.

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**SUPERVISOR SIGNOFF:**

I met with ANNA LOVE who is currently classified as LT - INTERNAL AFFAIRS

The attached duties were agreed upon by this employee in a meeting conducted on (date) 7-28-17.

Supervisor (print): JOHN COLE Supervisor  
(signature): [Signature]

car 8/11/17 a/c 8/16/17