



**SEPTEMBER 2023**  
**FLSA: EXEMPT**  
**Bargaining Unit: SM**  
**JCN: 5415**

## **SHERIFF'S LIEUTENANT**

### **DEFINITION**

Under direction, plans, organizes, oversees, coordinates, directs, and reviews the work of a section within the Sheriff's Office to provide protection of life and property, education and enforcement of laws and ordinances, or crime prevention and investigation; directs and performs specified staff assignments; participates in the development and administration of departmental policy, planning, and budgetary matters; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises general direction and supervision over sworn and non-sworn personnel through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a management classification in the sworn series. Positions are responsible for directing the work of sworn and non-sworn positions either directly or through subordinate supervisors. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from Sheriff's Captain in that the latter has overall supervisory and budgetary responsibility for a division of the Sheriff's Office.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, coordinates, schedules, assigns, and directs the work of the section or function of the Sheriff's Office, directly or through subordinate supervisors.
- Provides highly complex staff assistance to upper management ranks; conducts a variety of organizational studies, investigations, and operational studies; develops and reviews reports related to assigned programs, activities, and services; oversees audits of law enforcement operations and programs; submits reports to state and federal agencies.
- Manages the development and administration of a division's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; monitors and recommends adjustments if necessary to the Captain.
- Responds to critical incidents throughout the County during high-threat events and as needed to support assigned staff.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; discusses and coordinates discipline and other personnel issues with Sheriff's Captains.
- Participates in selecting, training, motivating, and evaluating assigned personnel; provides or

coordinates staff training; works with employees on performance issues; reviews performance evaluations and counseling of employees by Sergeants, implements discipline and termination procedures.

- Works collaboratively with partnering County agencies and programs, community members, programs and agencies, law enforcement, state and federal agencies, and other organizations to develop, modify, and promote law enforcement programs and services to provide full spectrum care for the community.
- Serves as the divisional Sheriff's Captain on a relief basis.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, techniques, and equipment used in police service, including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, arrest and custody of prisoners, corrections, civil, and Coroner/Public Administrator functions.
- Principles and practices of employee supervision, including selection, training, work evaluation, personnel investigations and discipline.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Proper and effective methods of deploying law enforcement personnel.
- Federal, state, and local laws, codes, ordinances, regulations, and standards affecting Sheriff's Office operations.
- Court procedures and operations.
- Principles and practices of budget development and administration.
- Principles and procedures of recordkeeping.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of service by effectively dealing with the community members, visitors, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Plan, organize, assign, review, and evaluate staff work; train staff in work procedures.
- Administer complex and technical law enforcement operations and programs in an independent and cooperative manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Provide administrative, management, and professional leadership for law enforcement operations and programs.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written material.
- Understand, interpret, train, explain and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Formulate, document, implement section budget, and have knowledge of the expenditure process.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Equivalent to an associate degree from a regionally accredited institution and eight (8) years of increasingly responsible experience as a sworn peace officer, including at least two (2) years in a classification equivalent to the rank of Sergeant or higher, in a Sheriff's Office or Police Department.

**Licenses and Certifications:**

- Must maintain Peace Officer eligibility and certification through California State Commission on Peace Officer Standards and Training (POST).
- Possession of a valid Driver's License and maintain a satisfactory driving record.
- Possession of a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (POST).
- Possession and maintenance of firearms qualification.
- Possession of advanced and management Peace Officer Standards and Training (POST) certificates are desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform investigations and surveillance, transport suspects and evidence, and visit various County and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 160 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and electrical hazards, and hazardous physical and biological substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

Must be willing to work evening, night, weekend, holiday shifts, and call-ins. Must meet physical, psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment and ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.