



~~OCTOBER~~NOVEMBER 202116

FLSA: EXEMPT
Bargaining Unit: SM
JCN: 5415

SHERIFF'S LIEUTENANT

DEFINITION

Under ~~general~~ direction, plans, organizes, oversees, coordinates, directs, and reviews the work of a section within the Sheriff's Department 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~~the Sheriff's Captain rank or higher ranks.~~ Exercises general direction and ~~general~~ supervision over supervisory, professional, technical, and administrative support staff 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 ~~major~~ division of the Sheriff's Office department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the ~~right to add, modify~~ rights 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 Department Office, directly or through subordinate supervisors.
- Provides highly complex staff assistance to ~~the Undersheriff~~ 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 ~~the a~~ division's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; ~~directs and implements~~ monitors and recommends adjustments as 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; ~~identifies and reports findings and takes necessary corrective action; negotiates and resolves significant and controversial issues~~ discusses and coordinates discipline and other personnel issues with Sheriff's Captains.

- Participates in the selection of, trains, motivates, and evaluates 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 Department 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 ~~customer~~ service by effectively dealing with the community members, visitors public, 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 the work of staff; 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 ~~department~~ 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 and implement section budget and have knowledge of the expenditure process.

Licenses and Certifications:

- Possession of, ~~or ability to obtain,~~ a valid California Driver's License ~~by time of appointment~~ and maintain a satisfactory driving record.
- ~~Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).~~
- Possession of, ~~or ability to obtain,~~ a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) ~~within one (1) year of employment.~~
- Possession and maintenance of firearms qualification.
- Possession of advanced and management Peace Officer Standards and Training (P.O.S.T.) certificates are desirable.

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.

~~*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*~~

Equivalent to an associate degree from a regionally accredited institution with major coursework in police science, criminal justice, criminology, psychology, sociology, or a related field and eight (8) years of increasingly responsible experience in law enforcement 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.

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; ~~maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties;~~ 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 scene 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 ~~40~~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/or 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 and holiday shifts and call-ins. ~~Must be willing to work emergencies and on evenings, weekends, and holidays.~~ 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/or 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.