

**JOB DESCRIPTION  
SHERIFF'S LIEUTENANT**

**DEFINITION:**

The Sheriff's Lieutenant controls and directs the work of a division of the Sheriff's Department; Supervises and personally performs a variety of administrative and operational law enforcement activities; and provides highly responsible staff assistance. The Sheriff's Lieutenant position is distinguished by the responsibility for the command of a major division of the Department, and require extensive managerial and administrative ability, and incumbent thereto exercises initiative and independent judgment within broad policy limits. The Assistant Sheriff provides direction to the Sheriff's Lieutenant, whose responsibilities include direct and indirect supervision of subordinate public safety staff.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Assistant Sheriff and Sheriff. The Lieutenant is subordinate to the Assistant Sheriff. During the absence of the Sheriff and Assistant Sheriff, the Lieutenant shall assume command of the Department and perform all applicable duties and responsibilities of the Sheriff.

The Lieutenant is the Commander of the Patrol Force throughout the County and properly, and adequately schedules the assignment of all field personnel.

**EXAMPLES OF DUTIES:** Depending upon assignment, duties may include, but are not limited to the following.

Ability to complete all duties as the need arises as described in the Deputy Sheriff and Sheriff's Sergeant Job Description.

Assist in the development and implantation of goals, objectives, policies and priorities.

Assign and supervise the work of all activities and personnel within a specific division of the Department.

Review the work of the division to insure compliance with Departmental policies and standards.

Develop, (subject to review by superior), and implement specific policies and procedures for the division.

Inspect personnel facilities in the assigned division.

**EXAMPLES OF DUTIES continued:**

Review and resolve complaints concerning personnel within the assigned division.

Confer with the Sheriff and Assistant Sheriff on general departmental policies and procedures.

Direct and supervise the maintenance of records; review and prepare reports.

Provide overall technical and administrative direction to the assigned division.

Coordinate division activities with other County departments and divisions as well as outside agencies.

Responsible for the scheduling and proper performance of the Boating Safety and Enforcement Program. The immediate command of said program may be delegated.

Supervises and manages the Emergency Medical Services Division.

Responsible for the initiation, organization and proper completion of all Search and Rescue operations within the County. The immediate command of such operations may be delegated.

Responsible for the organization and function of personnel matters within all divisions of the Department. This includes job descriptions, job announcements, scheduling of psychological and physical examinations and testing for the purpose of establishing lists of eligibility.

Coordinate and complete all internal investigations within all divisions of the Department.

Oversees the organization and function of the detective division, including the oversight of special interest investigations.

Ensure the safe and efficient operation of the Jail Division. The immediate command of Jail operations may be delegated.

Hire new personnel and terminate personnel.

Serve as Deputy Chief Coroner, as assigned.

Perform related duties, as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of organization, administration, budgeting, purchasing and personnel management.

Criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators, the laws governing the duties and responsibilities of County Coroners, and the laws governing jail procedures and facilities.

Proper and effective methods of deploying law enforcement personnel in accordance with anticipated and actual emergency.

Organization and functions of the various agencies involved in law enforcement.

**Ability to:**

Communication clearly and concisely, orally and in writing.

Analyze and interpret police problems and criminal evidence.

Establish and maintain good morale and discipline within his/her command.

Supervise, train and evaluate subordinates.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Eight years of law enforcement experience as a sworn peace officer including at least 2 years in a supervisory capacity.

**Education:** Completion of the twelfth grade (or equivalent), supplemented by college courses in administration of justice, police science, public or business administration or a related field.

**Licenses or Certificates:**

Possession of a valid California Driver's License.

Possession of Basic, Intermediate, Advanced, and Supervisory POST certificates and within one year of employment completion of a POST management certificate.

**EQUIPMENT USED:**

Handguns, rifles, batons, various vehicles depending on assignment (such as patrol car, snowmobile, Thiokol (over snow vehicle), motorboat, search and rescue equipment.

**ENVIRONMENTAL CONDITIONS:**

Work is performed both indoors and outdoors in both quiet and noisy environments (such as firing ranges, highway traffic, sirens, firearms and the clanking of heavy metal jail doors); with occasional work performed in cramped confined spaces. Temperature extremes vary depending on seasonal exposure (from 25 degrees below zero Fahrenheit to 115 degrees Fahrenheit depending on season fluctuations). There is possible exposure to body fluids and infectious agents including blood borne viruses, which can produce chronic disease or death. The possibility exists of an exposure to contaminated needles, illicit drugs, hazardous materials and toxic fumes such as found in chemical or drug labs, dust and airborne particles such as found in a firing range or in windy conditions while working outdoors; environmental allergens such as poison oak, dust, grasses, insect bites, and sunshine for long periods of time. Equipment used and tasks performed present a high risk of body injuries e.g., cuts, punctures, bruises, sprains, fractures.

**MENTAL REQUIREMENTS:**

The following mental abilities are required: Alertness, concentration, judgment, patience, memory, problem solving, initiative, and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods of inactivity is very important for situations such as driving or seated as a passenger in a moving or stationary vehicle.

**PHYSICAL DEMANDS:**

***Hearing:*** Adequate to hear and understand conversations in both quiet and noisy environments with the ability to localize from which direction a sound is coming. An officer must possess ability to discriminate among both speech and non-speech sounds, e.g. to hear and correctly understand individuals being interviewed. To hear and correctly understand radio transmissions while operating a motorized vehicle, to hear scuffling, opening and closing of doors, or firearms being loaded in order to determine safe entry or exit of a situation or building and to detect the approach of vehicles, people, animals, machinery; and to anticipate potentially unsafe situations.

**PHYSICAL DEMANDS continued:**

***Vision:*** Must be adequate to meet DMV criteria for required licensing. Accuracy in far vision is very important such as to determine whether someone twenty feet away is holding a gun or a non-weapon item. If an officer who wears corrective lenses loses his/her glasses or lenses, the officer must have adequate uncorrected vision to find his/her vehicle, holster, radio or partner. DMV accurate color vision is necessary to properly describe evidence, situation, suspects, and vehicles.

***Dexterity &***

***Coordination:*** Arm strength and range of motion, which is sufficient to write, use firearms, subdue and handcuff suspects. Mobility is important to be able to walk distances with coordination and balance in both light and dark environments on uneven, irregular surfaces and steep inclines. Finger dexterity and arm-hand steadiness adequate to operate firearms accurately, handcuff suspects, load firearms, drive vehicle and operate the car radio, use word processor, typewriter, or keyboard. Must have ability to move arms or legs rapidly, such as to use weaponless defense tactics or to apply car brakes in order to avoid collision. Flexibility is necessary to perform such tasks as climbing fences, subduing a combative person, writing reports and operating a word processor or typewriter. Must pass basic physical as a condition of employment.

***Physical  
Strength:***

Must have muscle strength to lift, push, pull, and carry heavy objects such as to change a tire, perform search and rescue missions including climbing, and lifting and carrying litters containing injured persons or getting an uncooperative adult into the back of a patrol vehicle without assistance. Carrying basic equipment bags with cameras, specimen containers, etc. Stamina and balance is necessary to perform such tasks as: walking five miles or more, running up a flight of stairs, scaling a fence, climbing up and down hills on uneven terrain, walking on icy surfaces, ride on horse back, to be lowered out of a helicopter on a wench. Trunk strength and stamina for repeated activities in necessary.

**Examples of some necessary strengths:**

- . Moving and/or carrying heavy awkward objects such as an injured or unconscious person. Moving large objects during rescue operations or accident scene investigations or objects or evidence.
- . Carrying heavy objects on shoulders while walking, running and/or kneeling, e.g., field packs, search and rescue equipment.

**Examples of some necessary strengths continued:**

- . Pushing weights of up to 100 pounds such as to forcefully open locked doors or move objects obstructing access to a location.
  
- . Reaching, stretching and using hands above the waist for extended periods of time such as to operate a patrol vehicle and operation of safety equipment.