

## SHERIFF'S LIEUTENANT

### DEFINITION

To coordinate and direct the activities of assigned divisions within the Sheriff's Department; to coordinate division activities with other divisions and departments; to provide highly complex staff assistance to the Sheriff and Undersheriff.

### DISTINGUISHING CHARACTERISTICS

The classification of Sheriff's Lieutenant is a management-level classification and incumbents function as division heads. It differs from the lower level class of Sheriff's Sergeant in that the Sergeant serves as a first-line supervisor over patrol, investigations, jail, and field operations. This position also assists in the management and coordination of the emergency services function for the County and Operational area. The class differs from Undersheriff in that the Undersheriff serves as the second-in-command in the Sheriff's Department.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Sheriff or Undersheriff; exercises direct supervision over sworn and non-sworn supervisory and technical staff.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Recommends department goals and objectives; assists in the development of department policies and procedures.

Organizes and directs assigned law enforcement activities, which may include patrol, boat patrol, major crimes, investigations, jail, coroner, civil/court security, SWAT, evidence, property, emergency services and/or administration units / programs.

Manages, provides training for, and evaluates the effectiveness of special programs and projects, such as school resource officer, gang and K-9 unit programs, bike patrol, special weapons and tactics teams, task forces, etc.

Serves as day watch commander.

Prepares and presents staff reports and other correspondence; reviews reports prepared by subordinates for completeness, accuracy, and compliance with regulations.

Sheriff's Lieutenant  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08  
Rev.- 3/17/20

M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #7b-3/17/20

Keeps abreast of changing laws, codes, and regulations affecting department operations and law enforcement activities.

Coordinates department activities with those of other County departments and divisions, outside agencies, and organizations.

Recommends the appointment of personnel; supervises and evaluates the work of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends termination as appropriate.

Conducts or supervises internal affairs investigations.

Directs, oversees, and participates in the development of the division's work plan; assigns work activities, projects, and programs; monitors work flow; implements policies and procedures; reviews and evaluates work products, methods, and practices.

Responds to emergency calls.

Assists with and responds to natural and man-made disasters.

Conducts criminal investigations; directs or reviews all death investigations within the County.

Assists in overseeing jail operations.

Assists in developing and managing computer record-keeping operations within the department.

Prepares the division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.

Prepares requests for bids and proposals as required.

Responds to citizen inquiries and complaints; investigates complaints and recommends corrective action as necessary.

Reviews Coroner's cases / inquests.

Serves as Acting Sheriff as required.

Performs duties related to crime prevention and community relations.

Performs general administrative work, including but not limited to conducting and attending meetings, preparing correspondence and reports, entering computer data, maintaining files, etc.

This position is associated to the Office of Emergency Services (OES) and serves as required in the Emergency Operations Center (EOC); assists in providing management of Sheriff's Office Law Enforcement Mutual Aid (LEMA) and OES emergency responses (both local and mutual aid).

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state, and county laws and regulations.

Modern and complex principles and practices of law enforcement program development and administration.

Procedures and methods in law enforcement patrol, traffic control, crime prevention, criminal investigation, apprehension and arrest, civil process and jail operations.

Principles and practices of processing Coroner's cases.

Principles and practices of search and seizure, preservation and presentation of evidence in traffic and criminal cases.

Criminal behavior and methods of operation.

Types of law enforcement equipment, materials, and specialty items.

Locations and characteristics of the various neighborhoods.

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

Budgeting procedures.

Grants and grant writing.

Roles and relationships of the media to law enforcement.

Business letter writing and report preparation; English usage, spelling, grammar, and punctuation.

Principles of supervision, training, and performance evaluation.

Principles and practices of record-keeping and reporting.

Ability to:

Interpret and apply and enforce pertinent laws, policies, rules, and regulations.

Organize, direct, and implement a comprehensive law enforcement program.

Effectively administer a variety of law enforcement activities.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Use and care of firearms.

Deal courteously, yet firmly, and effectively with the public and media in police situations.

Supervise, train, and evaluate the work of assigned staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Prepare and administer a budget.

Analyze problems; identify alternative solutions; project consequences of proposed actions, and implement recommendations in support of goals.

Maintain records and prepare required reports.

#### EXPERIENCE AND TRAINING GUIDELINES:

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

##### Experience:

Four years of increasingly responsible experience in law enforcement work, including one year of administrative and supervisory responsibility.

##### Training:

High school diploma or GED equivalent supplemented by college-level course work in the administration of criminal justice, police science, public administration, business administration or related field.

#### LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a P.O.S.T. Intermediate and or ability to obtain, within one year, P.O.S.T. Supervisory and Management course Certificate.

Possession of, or ability to obtain, Incident Command System (ICS) and National Incident Management System (NIMS) certificates including: IS-100, 200, 300, 400, 700, and 800. Possession of, or ability to obtain OES ICS/NIMS Professional Development Series.