

## **SHERIFF LIEUTENANT**

### **DEFINITION**

Under administrative direction, to plan, organize, and direct the activities of bureau sections or unit of the Sheriff's Office and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification work under the direction of the Sheriff, Undersheriff, or Captain and are assigned responsibility for the management of a section or unit in the Sheriff's Office. Specific duties may vary according to the section or unit assigned.

### **REPORTS TO**

Sheriff, Undersheriff or Captain.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Staff supervised depends on the area of assignment. Generally, Sheriff Sergeant and Deputy Sheriff are supervised by all incumbents. Other classifications include Supervising Dispatcher and Dispatcher – EMD, and clerical staff.

### **EXAMPLES OF DUTIES**

Plans, assigns and supervises the activities of law enforcement and other personnel in an assigned section or unit; supervises and conducts investigations, interviews and interrogations; supervises and participates in collecting, recording and holding evidence; may go on patrol or work in the assigned area of supervision to instruct subordinate personnel; may have responsibility for the care and maintenance of Sheriff's Office equipment; reviews incident and other reports prepared by subordinates; ensures proper preparation of evidence and material for court; has responsibility for coordinating the work of the assigned section or unit with other Sheriff's Office functions and operations; develops and prepares a variety of reports; may be in charge of special units and operations such as S.W.A.T., Hostage Negotiation, Crime Scene Unit, Marijuana Suppression Unit, Special Operations, D.A.R.E., and Narcotics Investigations; operates special equipment and machinery; may have responsibility for a substation in an outlying location; may be responsible for Crime Prevention, Neighborhood Watch Programs, and School Presentations; monitors budget needs for an assigned section or unit; develops policy and procedures; prepares performance appraisals; may impose discipline; deals with citizen complaints and internal disciplinary actions.

## **SHERIFF LIEUTENANT - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods in one position; frequently stand, walk and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; may work at high elevations; may work during and in adverse weather conditions; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, detention facility, courtroom and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Principles of police science, administration and organization
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions
- Criminal investigation methods and techniques
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence
- Laws applicable to the apprehension, retention, and treatment of juveniles
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons
- Proper and effective methods of deploying law enforcement personnel
- Development of police records and reports
- Budgeting methods and techniques
- The general geography and topography of Amador County
- Use and care of Sheriff's Office authorized firearms
- First aid techniques
- Principles of criminal identification and fingerprint classification
- Principles of supervision, training and work evaluation
- Computer experience and knowledge of programs such as MS Word, computer aided dispatch, etc.

## **SHERIFF LIEUTENANT – 3**

### Ability to:

- Plan, organize, supervise, train, and evaluate the work of an assigned section or service unit.
- Coordinate and schedule unit functions and activities
- Perform a wide variety of professional law enforcement work
- Perform specialized law enforcement assignments
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles
- Understand and interpret the Code of Civil Procedures and Civil Processes
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places
- Secure information from witnesses and suspects
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies
- Write clear and comprehensive reports and review reports prepared by staff
- Meet standards of adequate physical stature, endurance and agility
- Demonstrate proficiency in the use and care of firearms
- Effectively represent the Sheriff's Office in contacts with the public and other law enforcement agencies
- Establish and maintain cooperative relationships with those contacted during the course of work

### Training and Experience:

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

### Experience:

Two years of experience in professional law enforcement work comparable to that of a Sheriff Sergeant in Amador County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice and law enforcement is desirable.

### Special Requirements:

Possession of Basic, Intermediate, Advanced and Supervisory certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T.)

Possession of First Aid and CPR certificates

Possession of a current and valid California driver's license issued by the California Department of Motor Vehicles