



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Lieutenant	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE:</b>	Lieutenant
<b>REPORTS TO:</b>	Bureau Commander	<b>DATE:</b>	01/16/2019

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### **SUMMARY OF JOB PURPOSE:**

Responsible for providing direction and coordinating the activities of staff and senior staff within a Sheriff's Office Division/Bureau; trains, manages and coordinates day-to-day operations of Division/Bureau.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Manages (plans, organizes, administers, reviews and evaluates) work of sergeants, deputy sheriffs, and non-sworn staff engaged in public safety and related services and activities.
- Develops and implements goals, objectives, policies, procedures and work standards for the division/bureau.
- Identifies training needs and provides for professional development.
- Manages and leads projects and programs related to the department to which assigned and will provide project/program update summaries and analysis as needed.
- Solves problems in areas of responsibility to include but not limited to: personnel issues; staffing and deployment; crime trends; community concerns; special events.
- Interacts on a daily basis with other city and county agencies, outside law enforcement agencies and the general public. Exchanges routine factual information daily through one-on-one contact through written and oral communication methods.
- Interprets and enforces current federal, state and local laws and codes.
- Analyzes crime data within assigned district, geographical area, or specialized area to develop community oriented policing or intelligence led policing practices.
- Assumes fiscal responsibility for certain aspects of assignment by monitoring schedules & overtimes, identifying needs, making recommendations on funding, expenditures, and requisitioning authorized supplies and equipment.
- Conducts investigations involving citizens, suspects, or subordinates, and is accountable for recommending appropriate discipline; may conduct internal investigations and make recommendations of findings to appropriate personnel.
- Maintains public relations and is responsible for community interaction through engagement; leads and instructs assigned staff in the area of community led policing practices.



## LIEUTENANT

### ESSENTIAL FUNCTIONS: (continued)

- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major law enforcement critical incidents and assumes command as appropriate; reviews criminal cases and assignments; identifies policy and compliance issues, and proposes solutions; reviews and investigates complex, high-priority and sensitive cases.
- Performs duties of deputy sheriff and sergeant as needed, and assists staff in the performance of their duties; may be required to perform the duties/functions of a deputy coroner.
- Informs residents on law enforcement activities, programs and referral resources.
- Represents the Sheriff's Office at court hearings; prepares reports and materials as requested and subpoenaed by the courts; testifies in court.
- Prepares and directs the preparation of procedures, correspondence and periodic and special reports regarding work performed.
- Coordinates operational functions utilizing multi-agency resources for large-scale events.
- Directs and conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Completes detailed reports and required paperwork; performs follow-up investigations as required.
- Uses standard office equipment, including a computer in the course of work.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

High School diploma/GED; AND ten (10) years of law enforcement experience, two (2) years of which were at the rank of Sergeant; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Administrative principles and practices of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of law enforcement.
- Methods and techniques of investigation and interrogation.
- Safety practices, safe work methods and safety regulations pertaining to the work.
- Computer applications related to the work.
- Applicable laws, codes and regulations, labor agreements and contracts.



## LIEUTENANT

### Required Knowledge and Skills: (continued)

- Criminal case law, penal, traffic, and domestic violence.
- Civil rights and scope of law enforcement authority.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public in person and over the telephone.

### Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Creating, planning, implementing and managing a wide-range of programs.
- Developing and implementing goals, objectives, policies, procedures, and work and safety standards.
- Provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining state and local laws, regulations and policies.
- Directing the maintenance of accurate records of work performed and actions taken.
- Interpersonal skills for building effective relationships with employees, all levels of management and others.
- Preparing clear and concise reports, correspondence and other written materials.
- Safe use of firearms, impact weapons and chemical agents.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Determining and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class C Driver's License.
- Category I Nevada POST Certification.
- Nevada POST Advanced or Supervision Certifications.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**LIEUTENANT**

**PHYSICAL DEMANDS & WORKING ENVIRONMENT: (continued)**

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 75 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to effectively use weaponry.