

Scott County Government

Position Description Form

Position: Job Title: Sheriff Lieutenant

Department Name: Sheriff's Department

Supervisor Title: Captain

Position Summary

Performs supervisory, administrative, and technical law enforcement work of considerable difficulty in directing the functions of a specialized units within the Sheriff's Office. Duties require considerable independent judgment and individual initiative in the understanding of policies and procedures in making decisions and in instructing and leading subordinate members in routine and emergency situations.

Duties and Responsibilities

Essential Duties:

- Maintain Property and Evidence and all documents related to it.
- Oversee Prescription Drug Take Back Program.
- Maintain the Fleet and Assign Fleet to all members of Sheriff's Office.
- Oversee the School Resource Program and its deputies and supervisors.
- Supervise over Narcotics and Criminal Investigations Sections.
- Maintain Air Support Section
- Oversee the DRMO Military Surplus Account and maintain records for auditors.
- Assigns work to units, squads, or directly to subordinates under their command, managing and directing work processes, as well as recommending and instructing as to the best possible courses of action to be taken.
- Prepares reports and makes periodic inspections of members, equipment, supplies, materials, and work methods.
- Ensures subordinate conformance to Sheriff's Department policy, procedures, rules and regulations, and takes necessary steps to improve the overall operations; evaluates performance of Sergeants; performs administrative details as assigned.
- Assists in the management and investigation of administrative issues; directs or conducts investigations of complaints regarding personnel.
- Assists in planning/developing budgets.
- Represents department in meetings with outside agencies.
- Assists with researching, planning, and supervising special events.
- Interacts with various media outlets.
- Instructs, assigns, and supervises the work of subordinate employees.
- Trains personnel in the performance of their duties; compiles and summarizes crime statistics; reviews squad activity regularly.

- Conducts periodic reviews of work of subordinates, materials, equipment, personal appearance and work methods and procedures. Maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties and methods as prescribed by Sheriff's Department policy, rules, and regulations, special or general orders.
- Initiates corrective action and/or disciplinary action as necessary.
- Answers emergency calls or calls for assistance; takes charge of emergency or major crime scenes and directs all police activities at the scene until relieved by a superior officer or other competent authority.
- Performs the following essential functions of Deputy Sheriff as needed:

- Patrols assigned areas of the County to preserve public order and tranquility, and to prevent and/or discover the commission of crimes against person or property.
- Conducts preliminary and/or detailed investigations of the commission of crime or law violations.
- Makes arrests and transports prisoners as needed.
- Protects crime scenes, gathers and preserves matters of evidence, takes and records testimony; directs and coordinates activities on-site until relieved by a superior officer; assists detectives in specialized investigations.
- Completes reports and other forms as needed.
- Enforces traffic laws and issues summons to traffic law violators; reports unsafe road conditions; directs the flow of traffic when required; investigates traffic crashes.
- Participates in work involving juvenile offenders.
- Testifies in court proceedings as needed.
- Serves warrants, court orders and other legal processes.
- Assists other law enforcement, fire, medical personnel, and other government agencies as needed.
- Assists in the training of personnel as needed.
- Participates in Sheriff's Department recruitment and community relations activities as directed.
- Performs other duties as assigned.
- The job is considered *Essential Personnel* and will be required to work a variety of schedules in a 24 hour, 7 day a week, which includes, nights, weekends, holidays, and during and following natural disasters and emergency situations.

Secondary Duties:

- Performs other duties that may be assigned or required.

Position Dimensions

Special Knowledge, Skills and Abilities: Extensive knowledge of principles, practices and techniques of modern law enforcement and police administration. Extensive knowledge of federal, state and local laws, administrative regulations and ordinances regarding law enforcement. Extensive knowledge of the geography of the county, including the interior plans of major buildings. Knowledge of first-aid methods. Skill in the use of firearms and all accepted police equipment. Ability to prepare and ensure the preparation of clear and comprehensive written reports. Ability to supervise the work of subordinates. Public speaking abilities. Ability to establish and maintain effective working relationships with employees, other emergency service agencies and the general public. Sound judgment.

Education and Experience: All education and experience recommendations can be altered or waived at the discretion of the Sheriff.

- 5 years of experience with this Agency including 2 years in a supervisory capacity OR
- 10 years of overall law enforcement experience including 2 years in a supervisory capacity
- No disciplinary action within the past 12 months
- Must have graduated from the Academy of Police Supervision or a similar Supervisory Leadership Course

Supervisory Responsibility: Lieutenants will supervise all ranks of Sergeant, Detective and Deputy. If serving in role as "Acting Captain" they shall assume the ability to supervise other Lieutenants.

Technology: Lieutenants shall be proficient in all operating systems utilized within the Sheriff's Office and by deputies to include, MDT Operation, LERMS, KYOPS, NIBRS. This rank shall maintain all certifications regarding NCIC and Court Systems.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- ✓ **H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.