

Sevier County

Job Description



Title: Lieutenant	Department: County Sheriff
Grade: 22	FLSA Status: Non-Exempt
Job Code: 130	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs **administrative, managerial and professional law enforcement duties** as needed to ensure the efficient and effective operation of the assigned division of the County Sheriff's office. Plans, directs and coordinates the activities of assigned division.

SUPERVISION RECEIVED

Works under broad policy and guidance of the elected County Sheriff or Chief Deputy.

SUPERVISION EXERCISED

Provides close to general supervision to Sergeants, Corporal's, Deputies and support personnel assigned to the division.

ESSENTIAL FUNCTIONS

Basic Functions for all Lieutenants

- Manages the day-to-day operations of an assigned division;
- Provides field assessment of various policies and operating procedures;
- Makes recommendations relating to policy, practices, safety practices, and standard operating guidelines and procedures;
- Prepares periodic reports as needed to apprise department management of various conditions and results;
- Monitors division shift schedules and time sheet records;
- Oversees all duties and responsibilities of the sergeants;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Assures compliance with established performance expectations and standard operational procedures;
- Makes recommendations effecting employee retention, advancement, discipline and discharge;
- May assist with internal investigations and determination of corrective actions upon assignment;
- Reviews grievances and serves as the second level for resolution in the grievance process;
- Provides quality control and reviews reports and logs of deputies;
- Acts as direct liaison between sergeants and sheriff;
- Oversees the field training officer (FTO) program for new deputies and oversees training officers and special training functions;
- Implements training programs and apprises staff of available training opportunities and monitors staff progress;
- Assists clerical personnel to maintain departmental records showing training and certification achievements & activity;
- Assists in the development of staff law enforcement skills;
- Coordinates training functions with POST and in-house trainers and ensures deputy qualifications are met;
- Trains and serves as an instructor in certified operational procedures related to special weapons and critical conditions associated with gas, explosives, hostage, and dangerous suspects, etc.;
- Manages ongoing public relations projects and operations and organizes and coordinates neighborhood watch program;
- Implements various specialty programs related to rape prevention, home security, child identification, etc.;
- Oversees purchases and replacement of department equipment and makes suggestions for preliminary budget;
- Performs routine Deputy Sheriff duties or assists deputies as required.

Corrections *(in addition to basic Administration Support functions for all Lieutenants):*

- Manages corrections operations and facilities as assigned, maintaining uniformity and consistency in jail operations;
- Ensures the corrections facility meets and exceeds applicable Federal, State and County regulations and jail standards;
- Oversees inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during detention;
- Maintains daily, monthly, and annual records and reports concerning the inmate population, all costs and revenues generated;
- Supervises various facility functions including booking, housing, building maintenance, culinary, medical and laundry operations;
- Screens, inspects and distributes mail;
- Ensures safety and security of the correctional facility by observing the inmate conduct and behavior and oversees cell searches;
- Acts as liaison between courts and inmates and inmate families;
- Responds to questions and issues pertaining to court processes;
- Acts as "Inmate Disciplinary Hearing Officer" related to non-compliance and behavioral issues;
- Receives, responds to and processes inmate complaints, issues and grievances related to officer and staff interactions, facility or jail practices or general concerns;

- Organizes daily transportation assignments, shuttling adult and juvenile inmates to various scheduled appearances or appointments, i.e., court hearings, medical treatment, pharmacies, psychological evaluations, attorney offices, and between jail facilities and ensures the completion of all transport orders;
- Contacts transport personnel and delivers daily briefing of inmates and various transport issues and logs Transport daily records;
- Monitors the current status of transport assignments and coordinates with various local, state and federal agencies as needed;
- Participates in intergovernmental and inter-agency agreements for transporting prisoners (shuttle system);
- Offers testimony in extradition hearings as needed and performs extraditions.

Work Crew *(in addition to basic Administration Support functions for all Lieutenants):*

- Manages, plans and schedules inmate work crew projects;
- Acts as liaison between various governmental entities to coordinate work crew projects and services;
- Establishes and monitors related service contracts;
- Ensures compliance with established budget limitations and guidelines for the “work crew” operation.

Patrol *(in addition to basic Administration Support functions for all Lieutenants):*

- Responds to calls of crimes in progress or traffic control responses, i.e., domestic disputes, burglaries, drug related crimes, accidents, etc. and may act as incident commander;
- Investigates crimes, makes arrests, conducts interviews as needed;
- Prepares reports on patrol activities and performs required documentation functions as needed;
- Performs preventative teaching and may teach in class room setting to deliver instruction on interviewing and interrogation techniques, safety awareness, report processing procedures, drug recognition and awareness, etc.;
- May perform as a member of a special operations team (SERT/SWAT);
- Establishes and maintains internal and external relationships with service agencies, community organizations, intergovernmental agencies, etc.;
- Executes official documents of the court serving arrest warrants, subpoenas, etc.;
- Attends court proceedings and offers testimony regarding various criminal and traffic cases.
- Oversees department task force members;
- Takes reports of rape and child abuse incidents, conducts interviews;
- May teach in class room setting and deliver instruction on interviewing and interrogation techniques and safety awareness;
- Advises neighborhood watch groups regarding processes and procedures;
- Instructs in drug recognition and awareness program, etc.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

Corrections:

Graduation from high school or equivalent and POST Peace Officer Certification, plus two (2) years of specialized training provided through college, POST or professional sponsored programs, and six (6) years of progressively responsible law enforcement performing above related duties which includes experience in a supervisory capacity, with a preference of three (3) years being performed with Sevier County.

Patrol:

Graduation from high school or equivalent and POST Peace Officer Certification, plus two (2) years of specialized training provided through college, POST or professional sponsored programs, and six (6) years of progressively responsible law enforcement performing above related duties which includes experience in a supervisory capacity, with a preference of three (3) years being performed with Sevier County.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of

- Federal, state, and county statutes and ordinances;
- Proper law enforcement principles, procedures and practices;
- Principles, methods and techniques of effective supervision and teamwork;

Considerable knowledge of

- Diverse areas of law enforcement activities including communications, administration, patrol, investigations, courtroom procedures, and civil processes;
- County geography, road systems, and boundaries;
- Budgetary practices and purchasing methods and procedures.
- Standard first-aid administration;
- English, grammar, technical writing skills and Interpersonal communication skills.

Considerable skill in

- The art of diplomacy and cooperative problem solving;
- Leadership and organizational behavior management;
- The operation of motor vehicles at high speed and in dangerous situations;
- The use of firearms, and related equipment;
- Telephones, calculator, computer, copiers, typewriter, and similar other business/office equipment;
- Photographic equipment other equipment associated with a law enforcement activity.

Ability to

- Apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations;
- Remain calm in stressful situations and apply logical thinking in determining proper course of action in minimal time;
- Learn and interpret the code related to law enforcement and the elements of crime;
- Demonstrate knowledge of how to react in emergency situations;
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies;
- Communicate effectively, verbally and in writing;
- Develop effective working relationships with the public and fellow employees.

3. Special Qualifications:

- Must possess a valid Utah State Driver's License.
- Must be P.O.S.T. certified as a Law Enforcement Officer and/or Corrections Officer certified.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Must complete POST supervisory training.
- May be required to obtain various POST training/instructor certifications.
- Must possess a CPR and First Aid Certification.
- May be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

4. Work Environment:

- Functions of the position generally performed in a controlled environment.
- Frequent travel, irregular hours due to emergency situations.
- Many functions of the work pose high degree of hazard uncertainty.
- Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving.
- Continuous use of motor skills.
- Periodic exposure to medical/health conditions of known and unknown origin and the presence of blood borne or airborne pathogens.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description 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. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)