

<b>WORKING TITLE:</b> LIEUTENANT	<b>CLASSIFICATION:</b> LIEUTENANT
<b>DEPARTMENT:</b> SHERIFF	<b>DIVISION:</b> SHERIFF
<b>PAY RANGE:</b> SFMGT 18	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2022

## **JOB DESCRIPTION**

### **GENERAL STATEMENT OF DUTIES:**

Leads, plans, organizes, and manages a variety of law enforcement operations and unit/division activities. These activities include investigations, patrol, jail operations, support services, and internal services. Requires work in a 24-hour per day, 7-day per week environment with shift rotation in 8, 10, or 12-hour shifts. May be required to work with rotating shift schedules including working day, swing, and night shifts, weekends, holidays, and overtime as required based on assignment.

### **SUPERVISION RECEIVED:**

Receives direction from Command staff. This position serves at the pleasure of the Sheriff.

### **SUPERVISION EXERCISED:**

Exercises direct supervision and leadership over assigned law enforcement, professional, technical, and administrative support staff within the office; assigns duties, counsels, and advises; recommends and provides training; evaluates work performance; rewards and disciplines employees; addresses complaints/grievances; and resolves problems in accordance with County's policies, procedures, labor union agreement, and applicable laws and in coordination with the Sheriff Command Staff.

### ***DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:***

- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in investigations, patrol, jail operations, and support services based on assignment.
- Recommends and assists in the implementation of goals and objectives, establishes schedules and methods for assigned posts or units/divisions, and implements policies and procedures that support Sheriff's Office goals, values, and operational activities.
- Evaluates operations and activities of assigned responsibilities, recommends improvements and modifications, and prepares various reports on operations and activities.
- Assists in creating a positive and supportive work environment, enforces a safe workplace, establishes a culture of teamwork and communication, creates a workplace that promotes the organizational values of workplace diversity, equity, and inclusion, and actively promotes an environment respectful of living and working in a multicultural society.
- Conducts special departmental investigations for traffic accidents involving department personnel, responds to complaints filed against staff, conducts internal affairs investigations, and makes recommendations to mitigate problems to appropriate agencies/departments.
- Provides or coordinates staff training, works with employees to correct deficiencies, and participates in and implements discipline process and outcomes.

- Supervises major crime scenes, participates in criminal investigations, prepares cases for court and District Attorney's office, and provides credible testimony in court settings.
- Directs, coordinates, and/or supervises special departmental projects/programs such as search and rescue operations, emergency management, special narcotic programs, and deaf communicator programs.
- Acts as departmental liaison to various law enforcement agencies and multi-agency councils and coordinates with them in apprehension of criminals.
- Participates in inter-governmental and multi-jurisdictional meetings and conferences.
- Participates in budget preparation and administration, prepares cost estimates for budget recommendations, submits justifications for requests, and monitors and controls expenditures within assigned program areas.
- Participates in the selection of staff and provides requisite input into decision-making process regarding whether to terminate subordinate employees, pursuant to Sheriff's Office policy.
- Answers questions and provides information to the public.
- Other duties as assigned by Command Staff.

## **JOB SPECIFICATION**

### **KNOWLEDGE OF:**

- Principles, practices, and procedures of police administration and law enforcement.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of investigation, patrol, and corrections.
- Principles and procedures of financial recordkeeping and reporting.
- Pertinent federal, state, and local laws, statutes, ordinances, and civil criminal codes.
- Laws governing arrest, search, and seizure.
- Criminal justice system, including court testimony.
- Crisis management.
- Customer service and public relations techniques.
- Contemporary office procedures, methods, and computer equipment.

### **SKILL IN:**

- Using logic and reasoning to identify the strengths and weaknesses of various issues and developing effective solutions, conclusions, or approaches to problems.
- Motivating, developing, and leading people.
- Actively listening to others.
- Effectively managing time-sensitive projects.
- Evaluating performance and making improvements or taking corrective action.
- Effectively providing incident command during an emergency situation or critical incidents, including how/when to utilize appropriate protocols.
- The use of firearms, computers, police vehicles, and communication tools.

### **ABILITY TO:**

- Supervise, train, and evaluate staff.
- Obtain information through interviews, interrogation, and observation.
- Understand and implement potentially complex written or oral directives.

- Supervise and implement a comprehensive law enforcement program.
- Perform effectively in stressful or emergency situations.
- Establish and maintain cooperative working relationships with individuals and groups who come from diverse backgrounds and represent members of the public, coworkers, and/or vendors.
- Understand and appreciate the relationship of his/her duties and responsibilities with the aims and purposes of the Office.
- Communicate clearly and concisely in both written and oral form.
- Assist in preparing and administering a budget.
- Attend work as scheduled and/or required, to include varied shifts.
- Maintain trustworthiness through integrity, truthfulness, consistency, and honesty.

### **MINIMUM EXPERIENCE AND TRAINING:**

Possession of a Master's Degree in police science or a related field and at least two years of work experience in certified law enforcement, of which two years of this work must be in direct supervision and administration of personnel functions for certified law enforcement professionals; **OR** Bachelor's Degree in police science or a related field and at least four years of work experience in certified law enforcement, of which two years of this work must be in direct supervision of and administration of personnel functions for certified law enforcement professionals; **OR** Associate's Degree in police science or a related field and at least six years of work experience in certified law enforcement, of which two years of this work must be in direct supervision of and administration of personnel functions for certified law enforcement professionals; **OR** Eight years of work experience in certified law enforcement, of which two years of this work must be in direct supervision of and administration of personnel functions for certified law enforcement professionals.

Must possess Advanced Certification from the Oregon Department of Public Safety Standards and Training (DPSST); must have earned a Supervisory Certificate.

Must have or be able to obtain a passing score on practical pistol course.

Some assignments require specific experience/certification(s) and/or passing additional special assignment or mission specific physical agility/fitness or firearms proficiency test(s).

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon. Will be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Applicants may be required to pass a medical exam and psychological evaluation prior to appointment in order to meet standard under OAR 259-008-0010.

Will be subject to successful completion of a personal background check including, but not limited to, criminal, civil, driving, military, educational, and employment history pursuant to OAR 259-008-0015.

This position carries a 12-month probationary period.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically performs work in a variety of settings including office, institutional, vehicle, and outdoor environments in all types of weather and conditions including movement from indoor to outdoor environments, working alone in isolated geographic areas, and in confined spaces. The noise level in the work environment varies depending on the situation. Work also involves travel to training and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in a variety of environments may risk exposure to persons under the influence of alcohol and/or other drugs, emotional individuals, resistive/combatative persons, personally dangerous individuals, and circumstances including dead, injured, and/or sick individuals, exposure to individuals with communicable diseases, and contact with wild and/or domestic animals.

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

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*