CLASS TITLE:  SHERIFF’S LIEUTENANT

BASIC FUNCTION:

Under the direction of a Chief Deputy, plan, organize, coordinate and direct the operations, activities and personnel of the Sheriff’s Department such as North and South County operations and/or other divisions; enforce State, federal and local laws and ordinances; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Supervise and evaluate the performance of assigned staff; assign and review work; document and initiate disciplinary actions and terminations; recommend promotions and participate on interview panels in the selection of new personnel.

Serve as field, accident or crime scene commander for special operations.

Communicate with other law enforcement agencies to coordinate efforts and exchange information regarding issues of mutual interest.

Direct the allocation of personnel, equipment and other resources to optimize assigned division functions.

Assure the correspondence, monthly, annual and special reports and other required analytical data are prepared in a timely and efficient manner.

Assist in developing and formulating departmental policies and procedural operations; meet stated departmental goals and objectives.

Participates in gathering, analyzing and interpreting statistical data; reviews proposed and enacted legislation and assesses its impact on departmental operations.

Plans and develops assigned operations, investigations, prosecutions, budgeting, personnel matters, training statistics and community affairs.

Coordinates activities of subordinates and other Sheriff’s Department Divisions.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern law enforcement principals and practices.
California Penal Code.
Courtroom rules, procedures, terminology and court decisions.
State, County and federal laws and ordinances.
Operation and use of specialized law enforcement equipment vehicles.
Sheriff’s Department organization, policies, rules and regulations.

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Principles of supervision and training.
Internal departmental operations and chain of command.
Rules of search and seizure laws of arrest.
Crime scene preservation and processing.
Interpersonal skills using tact, patience and courtesy.
Principles of organization, administration and deployment of personnel and equipment for law enforcement purposes.
Principles of budget preparation and control.
Recent legislation and court decisions affecting law enforcement.
Basic data processing capabilities and familiarity with systems used in the Sheriff’s Office.

ABILITY TO:
Assure compliance with departmental policies and directives.
Establish and maintain effective public relations.
Analyze and interpret problems and develop appropriate solutions.
Direct division operations to meet stated goals and objectives efficiently and effectively.
Train, supervise and evaluate personnel.
Provide expertise to the department and others in an assigned area of specialization.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Prepare and deliver oral presentations.
Review and prepare narrative and statistical reports and records.
Establish and maintain cooperative and effective working relationships with others.
Assign and review work of others.
Protect the lives, property and constitutional rights of citizens.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Graduation from High School and the equivalent of three (3) years experience at the level of Sheriff’s Sergeant; and possess an Advanced POST Certificate or have an Associate’s Degree or higher in a related field from an accredited college or university.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license and possession of a Basic POST (Peace Officer Standards and Training) Certificate. Incumbent must obtain a POST Certification Management Course (80 hours) within twelve (12) months of promotion to Sheriff’s Lieutenant.

WORKING CONDITIONS:
Office and field environment; subject to shift work, working evening/variable hours, driving a vehicle to conduct work.

Physical abilities required include above-average physical endurance in running, climbing and lifting as well as good balance, hearing and seeing to drive a vehicle.

Incumbents may be exposed to gunfire, toxic chemicals, traffic hazards, occasional driving at high speeds, communicable diseases, physical abuse from hostile or disoriented individuals, and adverse weather conditions.

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