

Lieutenant

**Pierce County
Position Description**

Name:		Department:	Sheriff
Position Title:	Lieutenant	Pay Grade:	21
Date:	January 2012	Reports to:	Chief Deputy
		FLSA:	Exempt

Purpose of Position:

The purpose of this position is to assist in administration of Department activities; manage, consult and guide Department personnel; and direct, coordinate and manage Sergeants, and Patrol and Dispatch/Jail with scheduling, training, equipment and standards required to maintain a cost effective and liability-free operation.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- The Lieutenant assumes command and control duties in absence of Sheriff or Chief Deputy.
- The Lieutenant assists command of major crime scenes and other emergencies.
- Supervises Patrol, Investigators and Jail/Dispatch as needed. .
- Maintains knowledge of applicable laws, rules, policies, procedures and regulations regarding law enforcement, emergency communications and jail activities. Interprets rules, regulations, policies, and procedures for subordinate personnel.
- Develops procedures, up to date policies and program recommendations.
- Maintains discipline and ethics.
- Consults with District Attorney's Office regarding cases.
- Consults with District Attorney and/or staff regarding prosecution of cases.
- Assign and review officers and other Department employees' work. Recommends employee hiring, transfer, discharge, suspension, discipline, and promotion. Evaluates employee performance. Investigates complaints against employees.
- Assist Sheriff and Chief Deputy in developing Department budget.
- Plans Department training programs relating to all deputies within the Sheriff's Department.
- Approves work schedules, leave, overtime and vacation requests.
- Prepares capital, maintenance and staffing budget. Develops equipment requests for proposal. Develops operational plan.
- Serves as Advisor to and oversees the coordination of the Reserve patrol.

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- Completes annual performance evaluations on staff as needed, and oversees training requirements for all full time and part time reserve deputies.
- Prepares State and Federal grant applications.
- Plans and coordinates equipment installation, operation and training.
- Performs other duties as assigned.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Gathers evidence and prepares reports. Apprehends violators. Testifies in court as summoned.
- Performs patrol, dispatch, and jail tasks on back-up basis.
- Responds to news media inquiries.
- Transports Prisoners. Escorts prisoners to court and to medical care.

Minimum Training and Experience Required to Perform Essential Job Functions

Wisconsin Law Enforcement Officer Certification, five years law enforcement experience including two years in a supervisory capacity or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Knowledge of automated law enforcement information systems required. Certification or eligibility to be certified for hazardous material training required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as accident/incident reports, criminal histories, schedules, communications activity reports, Department records, flow charts, purchase orders, requests for proposals, budgets, personnel policies, union contracts, technical operating manuals, maps, plat books, engineering drawings, FCC/FAA bulletins and regulations, computer software operating manuals, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with Department personnel, emergency response personnel, citizens, attorneys, Judges, other law enforcement agency personnel, DOT personnel, contractors, consultants, Land Management Department personnel, County Board Supervisors, NSP personnel. Highway Department personnel, City and Township officials, emergency communication regulating agency personnel and other County emergency communications personnel.

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Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
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Physical Requirements

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple, but continuous adjustments, such as computer terminal, emergency communications equipment, firearms, cameras, intoxilyzer, squad car and restraint devices.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations or extremes, toxic agents, violence, machinery, disease and/or electrical currents may cause discomfort and poses some risk of injury.

Pierce County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date