



Lieutenant

Class code: 01042

Employee Group: Management/Confidential

FLSA: Exempt/Non-Exempt (depending on assignment)

Salary Band: 13

I. Position Summary

Plans, organizes, and manages all daily operations and activities of a unit in the Sheriff's office, such as patrol, corrections, investigations or field operations, providing coordination and assuring the continuity, maintenance, and accountability of all division programs. Initiates and implements management activities to maintain a varied and complex program, manages and administers funds for the program, establishes and implements policies and guidelines and provides leadership direction to program staff. Performs the duties of a sworn law enforcement officer as defined by Oregon Revised Statutes. Performs the duties of Captain in his/her absence.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Provides leadership and direction. Plans, organizes, and supervises the activities of assigned personnel; assigns and delegates work to subordinates; monitors workloads and assignments; evaluates trends and adjusts assignments as needed; changes priorities and schedules as needed to assure work is completed in an efficient and timely manner in accordance with guidelines, procedures, and legal requirements; coordinates assigned unit activities with other department programs, County departments, and outside agencies.
- Participates in the selection and background investigation of new employees and makes recommendations regarding the hiring and termination of personnel; makes recommendations regarding promotion and transfer within the department; provides or oversees training for subordinates and reviews and evaluates work performance; recognizes employee achievement, and facilitates employee development and motivation; initiates and implements disciplinary actions.
- Assumes command in serious or sensitive cases or operating problems; arrests individuals, forcibly if necessary, using handcuffs and other restraints. Subdues resisting suspects using maneuvers, chemical agents, and weapons and resorts to the use of hands and feet and other approved weapons in self-defense.
- Administers special programs, investigations, task force units, and projects related to assigned operations; coordinates work activities with other department programs, outside agencies and community groups as necessary; provides assistance in developing program goals and objectives and monitoring program funding/budget; evaluates program success and effectiveness, recommending and implementing modifications as appropriate.
- Participates in the development and implementation and modification of policies, procedures, work rules, safety requirements, and performance standards to assure the effective and safe completion of assigned operations in compliance with legal and safety requirements, Sheriff's office standard operating procedures and County policies and goals; identifies and recommends alternative courses of actions; establishes, implements, and updates policies for the efficient and effective operation and maintenance of assigned program; interprets policies and regulations to subordinate staff.
- Develops short and long-range plans, goals and objectives for the assigned unit and programs, and the corresponding budget based on staffing and resource requirements, cost estimates, department objectives and goals; recommends and orders approved maintenance work, supplies and equipment,

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and monitors expenditures and revenues assuring compliance with approved budget and staffing levels.

- Directs or performs the investigation of personnel/inmate grievances, problems, and concerns, and resolves such situations; participates in disciplinary proceedings and hearings as assigned. Reviews internal affairs investigations conducted by subordinates and makes recommendations.
- Assists in on-going labor relations; interprets and applies the labor agreement contract in daily situations; represents the department on the collective bargaining negotiation team.
- Conducts regular audits/inspections of unit operations to assure compliance with legal requirements and credibility of unit; conducts studies and analyzes unit effectiveness and recommends improvements to existing facilities, programs, and physical operation systems.
- Develops and maintains systems and records that provide for the integrity, proper evaluation, control, and documentation of assigned operations; prepares, or oversees the preparation, of reports and correspondence as required.
- Interprets complex and detailed federal and state regulations; maintains current knowledge and skills in area of assignment by attending seminars and job-related training courses; interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements.
- Resolves or supervises the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services from other staff, inmates, other agencies, and the general public. Responds to the more sensitive or complex inquiries or service complaints, providing assistance or information within scope of knowledge and authority, or refers to appropriate individual.
- Actively researches and prepares, or supervises the preparation of, application for federal, state, and local grant agencies and for funding from other funding sources; assures compliance with grant requirements, directing the preparation of required reports.
- Analyzes program effectiveness and recommends improvements to existing services, equipment, and operating systems; researches, analyzes and evaluates new developments in assigned area and works to expand existing program and services; develops and recommends new programs and program modifications.
- Provides Sheriff's office and County representation and serves as a liaison regarding assigned activities on various committees, with other agencies, community groups, the media, and before the general public with emphasis on good public relations practices.
- Conducts program staff meetings; facilitates communications between first line supervisors and the executive staff.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of and ability to interpret and apply federal, state, and local laws, regulations, and ordinances as they pertain to assigned law enforcement duties and responsibilities.

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- Thorough knowledge of principles and techniques relating to assigned area of law enforcement activities.
- Knowledge of modern supervisory and management principles and practices.
- Knowledge of the fundamental practices, principles, and techniques of administration, including those related to office management, personnel, and general budgetary and fiscal practices.
- Skill in the use and care of firearms, motor vehicles, and other law enforcement related equipment and the conditions under which they may be employed in accordance with Sheriff's office regulations.
- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.
- Ability to develop, organize, and oversee work programs, including monitoring budgets and funding, work schedules, grant requirements, legal requirements, and progress reviews.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to physically subdue and control aggressive individuals which may involve running, tackling, using hands and feet, using maneuvers, chemical agents, weapons, and other approved weapons in self-defense.
- Ability to deal with the criminal element and the public in stressful and non-stressful situations; ability to endure the verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Ability to communicate effectively, both orally and in writing and to make effective public presentations of technical, complex, and often controversial information.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Physical ability to perform assigned duties.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Must have 45 college credits; AND
- Must currently be acting in a supervisory role in a sworn management position within a law enforcement agency.

Licenses, Certificates and Other

Valid Oregon State Driver's License with an acceptable driving record. Current first Aid/CPR Card. Must possess a police and/or corrections advanced certification issued through the Department of Public Safety Standards and Training (DPSST). Must possess a supervisory certification issued by DPSST, or have completed the DPSST supervisory training. Must possess a management certification issued by DPSST, or complete the management training through DPSST, within two years after appointment. Must possess a firearms certification and a certification from the Law Enforcement Data System/National Crime Information centers.

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Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Required physical activities include, but are not limited to walking, standing, fingering, grasping, sitting, digital dexterity, talking, hearing (including ability to discriminate, mechanical and human sounds), seeing (including ability to clearly distinguish and identify colors), and repetitive motions. May be required to assist in any emergency situation, and must maintain physical ability to affect a forcible arrest or deal with physical confrontations and combative situations including use of reasonable force up to and including deadly force. Required physical activities during those time are accurately discharge a firearm and Taser (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. Must be able to drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees. Requires travel.

Working Environments

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people. May be exposed to physical confrontations and combative situations and personal danger and bio-hazardous materials.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 2/17