

# **LINN COUNTY CLASSIFICATION**

**TITLE: LIEUTENANT – PATROL DIVISION**  
**NUMBER: 690**  
**PAY RANGE: 20 (SO)**  
**CATEGORY: MANAGEMENT/EXEMPT (SO)**

**APPROVAL ORDER**  
**NUMBER: 2014-083**  
**DATE: APRIL 2, 2014**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: The Lieutenant serves as a Patrol Division Shift Commander and supervises and advises Deputy Sheriffs on an assigned shift in the enforcement of laws, investigations and prevention of crimes and performance of related duties. Investigates crimes and deaths, trains subordinate deputies.

SUPERVISION RECEIVED: Works under the supervision of the Patrol Division Captain who assigns duties and regularly reviews work for effectiveness and proper procedures through observation, conference and analysis of reports.

SUPERVISION EXERCISED: Exercises general supervision over personnel on an assigned shift. Assists in the formulation and implementation of management decisions and policies and assigns and directs duties of subordinate personnel. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates. Other supervisory duties include reviewing written reports and documents, explaining and interpreting laws.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assign and review the work of subordinate law enforcement and support staff on an assigned shift. A Lieutenant assumes supervisory responsibility over all deputies assigned to a jurisdiction. Interpret laws and procedural rules and regulations for field deputies.
2. Maintain knowledge of deputies' locations, and respond to questions from deputies concerning legal or procedural issues. Coordinate appropriate law enforcement response to emergency calls and routine citizen complaints.
3. Conduct briefings for oncoming shift personnel relating to changes in policies, procedures, laws and special office activities.
4. Review written activity reports prepared by deputies for completeness and proper procedures. Submit reports to Patrol Division Captain for further review.
5. Supplement Deputy Sheriffs by performing patrol and investigation duties. Participate in search and rescue operations, and respond to and coordinate/supervise major incidents.

6. Assist in coordinating inter-jurisdictional law enforcement activities with appropriate local, County, State and Federal agencies.
7. Prepare annual, probationary and special evaluations of employees.
8. Investigate citizen complaints against employees under their supervision or as directed by the Sheriff or Division Captain.
9. Provide input to Patrol Division Captain pertaining to budgetary, training and equipment needs of Patrol Division staff, and participate in the planning process as requested by the Division Captain.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge, skill and ability to interpret applicable local, State and Federal laws, ordinances and codes. Thorough knowledge of court systems and all divisions of the Sheriff's Office. Thorough knowledge of the principles and techniques of modern police investigations. Thorough knowledge of standard operating rules and procedures which govern law enforcement practices. Thorough knowledge and skill of the use of law enforcement equipment including firearms, vehicles, radios, crime investigation kits and intoxicizers. Knowledge of first-aid and CPR procedures. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to the position of Sergeant.

Ability to exercise leadership skills in the assignment and supervision of work, guidance of subordinate deputies concerning the proper interpretation of laws and ordinances. Ability to quickly assimilate and apply specific departmental operation rules and procedures and apply them to on-the-job situations. Ability to understand sometimes complex oral and written instructions and to act upon them accordingly.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two-year college with an Associate Degree in Law Enforcement plus four years of progressively responsible law enforcement work, including at least two years in a supervisory capacity and two years with the Linn County Sheriff's Office or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced Certificate at time of appointment. Must have Supervisory Certificate within one year of the appointment. Must possess and maintain a Law Enforcement Data System (LEDS) Certificate. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.