



CLASSIFICATION NO. 109  
Revised: 6/71, 1/93, 12/07, 10/14  
FLSA: Exempt  
EEO: 4

## **LIEUTENANT**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize, supervise and manage the staff and operation of a major program or activity within the Patrol, Services or Investigations/Civil Division of the Sheriff's Office; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, provides courthouse security, serves civil process, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Lieutenant analyzes and recommends program policies, procedures and objectives, and manages assigned operations, activities and staff within the Sheriff's Office, such as patrol shift operations, investigative services, civil operations, special assignments or units including operations with contracted cities. The incumbents review work of staff through daily reports, inspections, statistical data and conferences. In the Captain's absence, may be appointed to act on the Captain's behalf in Sheriff's Office matters and incidents.

The Lieutenant differs from the Captain who determines program policies and objectives and evaluates the effectiveness of a division. The Lieutenant differs from the Sergeant which leads the work of lower level law enforcement personnel.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. As assigned, plans, schedules, coordinates and supervise activities of a law enforcement division/section, special teams and units, contract city and projects and committees; monitors and evaluates operations relative to established goals and objectives and for effectiveness, efficiency and compliance with Sheriff's Office policies, rules, regulations and orders; recommends and implements changes; prepares various reports on operations and activities; may be assigned to provide Police Chief services to contracted cities which include involvement in emergency management, city planning and city assigned special projects.
2. Coordinates and participates in major criminal investigations; responds to and supervises major crime scenes; receives and evaluates crime reports; assigns criminal cases and refers for follow-up; prepares cases for court and District Attorney's Office; testifies in court.

3. Assists in coordinating and managing law enforcement activities with other divisions of the Sheriff's Office, County departments and outside agencies; acts as a Sheriff's Office liaison to other law enforcement agencies and multi-agency councils; manages or participates on task forces.
4. Directs supervisory and law enforcement staff; participates in the hiring process; prepares performance evaluations; recommends and administers progressive discipline up to and including suspensions; conducts and/or facilitates staff training and development programs, including updates to statutory and case law changes; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
5. Conducts or participates in budget preparation and administration; prepares cost estimates; monitors and controls expenditures within an assigned division, section and/or project; researches and recommends special equipment and other purchases; locates, applies for and administers grant program; tracks, monitors and prepares statistical information as required.
6. Provides service to citizens and represents Sheriff's Office to citizen groups; responds to citizen complaints and requests for information; supports community safety efforts of citizen groups; conducts internal investigations as necessary; recommends corrective action as necessary to resolve complaints.
7. Serves as Sheriff's Office liaison to the Emergency Operations Center; in coordination with other County departments, participates in planning, operations, logistics and collection of intelligence to determine course of action for Emergency Countywide Incident Management.
8. As assigned to the Professional Standards Unit, coordinates internal investigations within the Sheriff's Office, with appropriate County departments and outside agencies; reviews and makes recommendations on all tort claims filed against the Sheriff's Office; conducts internal affairs investigations for County departments and other agencies; provides training to staff regarding internal investigations; conducts and adjudicates jail inmate misconduct hearings; reviews all use of force reports generated by Sheriff's Office.
9. May participate as a member of the management bargaining team in labor contract negotiations; assists in managing the implementation and administration of labor contracts within assigned unit.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of modern police administration and law enforcement; Federal, state and local criminal and traffic laws and ordinances; laws governing arrest and search and seizure; Sheriff's Office policy and procedures.

Working knowledge of: Techniques of crime scene management, including preservation and presentation of evidence; methods of interviewing and interrogation; investigative procedures and techniques; criminal justice system including court testimony; principles and practices of personnel management, including employee discipline and internal investigations; budget preparation and monitoring; computerized database, recordkeeping and reporting procedures; crisis management.

**Skill to:** Supervise and implement a comprehensive law enforcement program; supervise, direct, train and evaluate assigned staff; analyze situations quickly and objectively and determine a proper course of action; interpret and explain complex regulations, laws, contracts and policies; use and care for firearms and assigned equipment; prepare accurate and comprehensive reports; obtain information through interviews and observation; communicate effectively, both orally and in writing; negotiate and monitor service contracts with cities utilizing contracted law enforcement services; establish and maintain effective working relationships with County employees, other agency personnel, contract city staff, union leadership and the general public.

### **WORKING CONDITIONS**

Subject to 24 hour "on call" availability.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Basic police certification from Department of Public Safety Standards and Training (DPSST).

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Within two years of appointment, possess Middle Management Certification from the Department of Public Safety Standards and Training (DPSST).

### **OTHER INFORMATION**

Promotional opportunity within the Sheriff's Office for Lieutenant positions. Minimum standards in order to be eligible to compete in the recruitment process are: Five years of experience as a

Sworn Law Enforcement Officer of which the most recent three years are with Clackamas County Sheriff's Office. Must have successfully completed initial probationary period in the classification of Sergeant (Job Code # 107). The two most recent performance evaluations must document performance that meets Sheriff's Office minimum acceptable standards.

Edited: 11/20