

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE: LIEUTENANT**

---

---

<b>Exempt:</b> Yes	<b>Job Type:</b> 4020E
<b>Pay Grade:</b> E402	<b>Department:</b> Office of the Sheriff
<b>Approved/Reviewed By:</b> Sheriff Darren M. Weekly	<b>Date:</b> 01-10-23

---

---

**General Duties:** Performs a variety of technical and administrative duties to act as an instrument of the court and enforce state, federal, and county ordinances, statutes, and codes necessary for the protection of life, health, safety, welfare, and property of persons.

**Supervision Exercised:** Serves as watch commander and division commander in the division commander's absence.

**Supervision Received:** Reports directly to the assigned division commander. Reports directly to a chief deputy in the absence of a division commander.

**Examples of Duties:** (In addition to deputy duties)

- Advises the division commander on operational and personnel matters.
- Directs division's functions as assigned.
- Ensures constant and accurate communication between assigned division and other divisions.
- Reviews reports, records, statistical data, and personnel matters to ensure accuracy and completion.
- Develops and recommends policy and procedure updates.
- May suspend personnel on disciplinary matters upon direction of sheriff, division commander, or chief deputy of assigned bureau.
- May be required to command disaster/emergency scene.
- Liaises with other divisions, courts, district attorneys, and other agencies.
- May conduct internal administrative investigations.
- Coordinates, validates, and schedules training for Office personnel.
- Inspects facilities, programs, equipment, and personnel.
- Assembles statistical data.
- Recommends division budgets and expenditures.
- Serves as major case commander.
- Directs communications, data systems, and records functions.
- Trains, coaches, counsels, coordinates, and disciplines subordinates.
- Responsible for legal, ethical, and procedural conduct of subordinates.
- Performs other duties as necessary and required by law and assignment.
- May help negotiate contracts.
- Support Services lieutenant is the official records custodian for criminal records.

These duties are intended to be illustrative only and are not intended to be all-inclusive.

**Minimum Requirements:** (In addition to minimum requirements as stated for deputy sheriff.)

- Four (4) years of public law enforcement experience.
- Be of good physical and mental health and condition.
- Ability to pass qualifying exams.
- Strong time management and prioritization skills.
- Ability to read, write and speak the English language.
- High degree of communication skills.

**Essential Functions:**

Arrest/Detain/Search: Approaches, detains, restrains and/or subdues, searches and arrests people as necessary. Uses senses to observe and evaluate people and circumstances. Applies necessary level of physical or deadly force when appropriate under law and procedure.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all office policies, procedures, and directives.

Emotional Abilities: Controls personal emotions and acts appropriately under high levels of personal stress. Demonstrates sensitivity to others' feelings; listens with empathy towards others; and displays compassion to those in distress.

Investigative Procedures: Ability to gather information using verbal and physical interview techniques. Gives legal admonishments. Takes verbal and written statements.

Legal Knowledge: Demonstrates working knowledge of laws, codes, and legal procedures. Ability to testify in court.

Mental Abilities: Ability to reason and apply logic in a multi-tasking environment. Comprehends and processes new information quickly and accurately. Retains relevant information.

Officer Safety: Applies appropriate safety precautions in hazardous and potentially dangerous situations. Maintains a safe position when dealing with people, and awareness of own locations and that of others, including fellow officers.

Physical Skills: Possesses and maintains ability to safely: utilize verbal and physical control techniques; physically maneuver over, under, and through physical obstacles, as well as drag items weighing 150 lbs.; run, jump, crawl, and lift 50 lbs.; fire an office-approved handgun, shotgun, and rifle; and drive sedans, vans and 4X4 vehicles. Maintains established office standards for shooting.

Public Interaction: Explains procedures, laws, complaints, and other information as required, verbally and in writing. Mediates disputes and provides a resource for the public for information concerning areas of human services commonly requested by the public. Participates in community

or public relations programs for the office. Acts as an instructor. Ability to interact with diverse groups and cultures in a complex society.

Shift Preparation: Possesses and maintains ability to work and function effectively in a twenty-four hour on call environment, to include rotating shifts. Participates in roll call. Maintains awareness of assignment activities. Maintains personal and office equipment in satisfactory condition.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Vehicle Operation: Inspects vehicles. Operates vehicles during routine and emergency operations under varying road, weather, and lighting conditions.

Verbal Skills: Speaks English clearly and converses effectively with persons of diverse ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully, when necessary, while under personal stress.

Written Communication and Data Entry: Prepares reports, grants, budgets, memos, etc. This includes documenting one's own observations and actions as well as statements of victims, witnesses, and suspects. Writes legibly using acceptable grammar, punctuation, and spelling. Assures accuracy of information.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.