



## **Sheriff Lieutenant, Patrol (2530)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 21

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to supervise daily operations and staff on an assigned shift in the Patrol Unit of the Sheriff's Office. This position is responsible for assisting subordinate personnel in handling unusual or complex situations, conducting initial investigations, contributing to the safety and protection of the community, and enforcing federal, state, and local laws and ordinances.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and coordinates or provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; assists with employee performance evaluations; establishes and promotes employee morale; and acts as shift supervisor as necessary and supervises all departmental personnel on duty during shift.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; inspects weapons in order to ensure that weapons are clean and functioning properly; inspects vehicles and other equipment to ensure safe and proper operation; addresses maintenance issues; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to management.

Supervises and patrols designated areas to detect and deter criminal activity and traffic violations: conducts surveillance and investigations into illegal activities; apprehends, arrests, and processes criminals, fugitives and offenders; writes citations; supervises the enforcement of and enforces traffic laws; uses radar/laser speed detection units to enforce speeding laws; supervises the inspection of and inspects motor vehicles and premises of residential and commercial properties to detect suspicious conditions and/or to locate illegal contraband; and impounds vehicles as necessary.

Supervises response to and responds to calls relayed by dispatchers: responds to alarms, domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, rescue operations, public service duties, welfare checks, stranded motorists, or other calls for assistance.

Supervises and conducts preliminary investigations: interviews victims, complainants and witnesses and takes statements; gathers information and evidence; seizes contraband and weapons; preserves evidence until the case is disposed of in a court of law; preserves and secures crime scenes; takes photographs and prepares crime scene sketches; and attends hearings and provides testimony in judicial proceedings as required.

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, to protect life and property, to promote security, and to maintain law and order: maintains a comprehensive, current knowledge of applicable policies, procedures, regulations and codes; maintains an awareness of new

trends and advances in the profession; maintains professional affiliations; and attends shift meetings and in-service training as required to remain knowledgeable of departmental operations.

Supervises the serving of and serves felony and misdemeanor warrants and civil papers: arrests individuals named in warrants; conducts investigations to determine location of individuals named in criminal and civil papers; performs extradition of alleged criminals from other jurisdictions to satisfy open warrants; executes lunacy or juvenile pickup orders; and transports prisoners to County jail, medical facilities, mental institutions, or juvenile detention center.

Writes reports and completes forms such as incident reports, accident reports, shift schedules, and uniform patrol documents; completes daily activity sheets.

Provides first aid, as required, to victims of accidents or violent crimes; directs efforts of emergency personnel in emergency situations.

Testifies in court as required.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor Degree in Law Enforcement or Criminal Justice required; supplemented by five years of progressively responsible experience in law enforcement, to include lead and supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards and Training (POST) certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others. Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), 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.*

**Physical Ability:** Tasks require the ability to exert moderate physical effort in light to moderate work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal bites, human attacks/bites, explosives, firearms, water hazards, violence, or rude/irate individuals.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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