

Code: 3221

Title: LIEUTENANT

SUMMARY: Performs supervisory and administrative law enforcement work commanding a section, such as a patrol district or a section of the criminal investigation division.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Evaluates functions and activities of the unit and recommends changes to improve economy, efficiency and effectiveness of operations;

Plans, organizes and directs the activities of law enforcement and support personnel in an assigned section;

Conducts inspections of facilities and personnel to insure order, efficiency and safety;

Trains, supervises and evaluates personnel in assigned section;

Communicates departmental directives to commissioned ranks and support personnel through supervisory personnel;

Recommends personnel actions to commanding officer and composes personnel action documents for signature of commanding officers;

Assesses decisions made by law enforcement and support personnel and takes action as necessary;

Assumes division level responsibilities in the absence of captain;

Performs technical and administrative duties and handles difficult supervisory and technical situations;

Manages or closely supervises the investigation of major crimes;

Supervises the maintenance of cost, statistical and other records, such as employee performance and payroll records;

Prepares technical and statistical reports;

Provides information and responds to complaints regarding law enforcement services and programs;

Represents the department to the media and on community agency boards;

Prepares and monitors budget for a section;

Administers informal disciplinary action to section personnel;

Prepares staff reports;

Assumes uniform operations division responsibilities as force commander on a scheduled basis;

Performs as incident commander or in one of several subsidiary roles during incident command situations.

KNOWLEDGE & SKILLS:

Knowledge of:

- law enforcement principles, practices and equipment;
- law enforcement services and investigative activities;
- rules regarding the preservation of evidence and the laws regulating its admission into court;
- law enforcement administration and limitations upon departmental authority;
- the rules and regulations utilized within a recognized law enforcement agency;
- the principles, practices and techniques of management and supervision;
- the principles, practices and techniques of the incident command system;
- Federal, State and local laws and ordinances;
- the roads and routes within the County;
- the social sciences as they relate to public service and law enforcement.

Skill in:

- observing situations analytically and objectively and making quick decisions;
- recording information clearly and completely;
- planning, organizing, directing and evaluating law enforcement activities;
- obtaining valid information by interview and interrogation;
- gathering, analyzing and evaluating facts and evidence;
- reacting quickly and calmly in emergencies;
- managing situations firmly, courteously, tactfully and impartially;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with the public, department members and others;
- performing work requiring good condition and physical strength;
- supervising the work of staff.

MINIMUM QUALIFICATIONS:

Currently a non-probationary Sergeant with Pima County Sheriff's Department.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Drivers License with appropriate endorsement(s), as defined by the Appointing Authority. Failure to maintain the required licensure may be grounds for termination.

Special Notice Items: At time of appointment, must be 21 years of age, a resident of the State of Arizona, registered as a voter in Pima County, able to read and write the English language and eligible to be certified by the Arizona P.O.S.T.

Physical/Sensory Requirements: Ability to: react to physical confrontations and emergency situations quickly and effectively; stand for long periods of time; bend, reach, kneel and crouch; climb up and down stairs with speed and agility; hear and understand speech and radio transmissions; see clearly and recall visual details; lift and carry up to 75 pounds; perform tasks requiring dexterity and agility after running moderate distances; perform multiple tasks simultaneously; drive an automobile, van, or other motor vehicle and speak clearly.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.