

# **Washington County**

## **Lieutenant**

### **Job Description**

**Job Code:** 22  
**Exempt:** Yes  
**Department:** Sheriff's Office  
**Reports To:** Captain  
**Location:** Sheriff's Building and In the Field  
**Date Prepared:** August 30, 2016  
**Date Revised:** August 31, 2016

#### **GENERAL DESCRIPTION OF POSITION**

The Lieutenant is a mid-level management position under the general supervision of the Captain and manages a specific office in the Sheriff's Office Enforcement or Detention Division or any other special assignment. He/She should display exemplary leadership capabilities and is responsible for supervising others and must possess an in-depth knowledge of law enforcement, administrative duties while protecting and serving the County. The incumbent relies on past law enforcement experience and training to supervise employees both sworn, civilian and detainees in the county detention facility, prepare special reports and give community presentations, and approve all officers reports. The incumbent is also responsible for overseeing the daily patrol function, jail operations and any special assignments. He/She should possess an in-depth knowledge of criminal code, traffic laws and rules of criminal procedure. While considered an Office commander with full administrative responsibility and accountability for the overall operations and activities within the Office, the incumbent shall also serve in the capacity of division commander in the absence of the division commander as well as any other special assigned detail with the same responsibility and accountability. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must be a certified law enforcement officer meeting all training and experience requirements for the position of Lieutenant. The incumbent must demonstrate the ability to complete the Criminal Justice Institutes School of Law Enforcement Supervision, or equivalent training and must demonstrate the ability to complete the Federal Bureau of Investigations National Academy, Northwestern University's School of Police Staff and Command, or equivalent. The incumbent must also be able to complete background investigations training, internal investigations training, Field Training Officer school, and Field Training Officer Supervisor school or equivalents. The incumbent must be able to obtain the Intermediate law enforcement certification and complete Reid interview and interrogation school, or equivalent.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The incumbent shall serve in the capacity of division commander in the absence of the division commander as well as any other special assigned detail with the same responsibility and accountability.
2. Effectively manage the Detention Training Officer program or Field Training Officer program, including but not limited to, supervising program updates, selection and supervision of training officers, monitoring and scrutinizing candidate progress and determining whether candidates pass or fail the program.

3. Prepare special reports, conduct facility inspections, ensure proper evidence collection for testimony in Federal, Circuit, District and City courts on jail, civil, or criminal matters.
4. Ability to interpret, create and revise job descriptions, policies, procedures and ensure deputy compliance.
5. Answer citizens' complaints and conduct internal investigations pursuant to Washington County Sheriff's Office of Professional Conduct procedures.
6. Ensure accurate time clock records are maintained, including compliance with military leave, FMLA, Workers' Compensation, etc., as directed by County policy, and submitted by the deadline.
7. Assist in budget preparation, jail planning, and bill the Arkansas Department of Corrections and U.S. Marshal's office for detainees committed to the respective institutions. Responsible for all documentation of state prisoners, in reference to, meritorious furloughs, emergency furloughs, ensure criminal history petitions are filed in a timely manner, etc. within Washington County.
8. Receive advanced training in the areas of law enforcement, drug identification, courts system, warrants, and jail operations.
9. Receive advanced training in the use of self-defense and physical constraints procedures. Trained in Taser, baton, pepper spray, and any other less than lethal control tactics.
10. Directly supervise all Sergeants and generally supervise, corporals and deputies under their command as well as any assigned civilian personnel.
11. Collect monies received from cash bonds, Civil Process, Community Service, Records, detainee commissary funds, etc., and ensure that all monies are accounted for and deposited into the correct accounts.
12. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic law.
13. Interview, conduct thorough background investigations and make recommendations for hiring and training employees, ensuring the employee meets all departmental requirements.
14. Plan, assign, and direct work assignments for Part-Time, Auxiliary, Work Release, Community Service, Transport, Detention, Civil Process deputies and civilian personnel. Coordinate special community events, such as: K-9 demonstrations, funeral escorts, park patrol, lake patrol, etc., while ensuring the community is protected with ample police presence.
15. Supervise all disciplinary actions against detainees, deputies and civilian employees within all divisions of the Sheriff's Office.
16. Supervise and coordinate Alcohol Beverage Control compliance checks.
17. Supervise and coordinate the security for all Washington County courthouses and Washington and Madison County court rooms.

18. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, property disputes, locate missing persons, assist motorists, and answer any other matter requiring police assistance. Understand the whole process for serving civil papers. Be knowledgeable in Orders of Protection and execution of those orders, ensuring that the victim's rights are not violated. Ensure that extra patrols are being conducted for community protection.

19. Answer complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal acts as the situation requires, and perform arrests and other associated procedures. Must have a clear understanding of responding to mentally ill and have detailed knowledge of the recourses available in handling these situations. Must respond to all major crimes scenes, including homicides, officer involved shootings, etc., and coordinate with special response teams, such as: emergency response teams, dive teams, etc. Coordinate with Search and Rescue for missing persons and supervise deputies and maintain perimeters during manhunts and escaped detainees.

20. Fill out and file reports, interview suspects and witnesses when necessary and appear in court. Be able to take case from start to finish. Have an in-depth knowledge of evidence collection, chain of custody and storage procedures.

21. Manage property and evidence ensuring that the proper procedures are followed for the storage, release and/or destruction of property and evidence as well as, uniform and property ordering. Budget and order supplies for the detention center.

22. Maintain documentation and conduct inspections on all patrol vehicles and other issued equipment. Approve any maintenance required. Responsible for keeping inventory for drug test kits, dive team equipment, and other supplies, ensuring annual inspections on stationary and moving radar units, and portable breath tester calibrations. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.

23. Speak to local groups on law enforcement, provide child information cards at community events, and other public relations duties, as directed.

24. Have a clear knowledge of animal control response and procedures and in-depth knowledge of the Washington County Animal Shelter intake procedures. Responsible for providing inmate labor to sanitize all areas of the animal shelter on a daily basis, and maintain the landscape.

#### 25. ADDITIONAL DUTIES:

Book and release detainees, oversee detainee transports/extraditions, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program, answer detainee grievances and investigate incidents. Respond and investigate detainee sexual assaults, suicide attempts and any other major crimes within the detention facility. Secure and maintain crime scenes. Ensure that all detainees are cared for, per state standards. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.

Must possess a working knowledge of proper prisoner transportation, extradition laws and personal property procedures and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorney's Office, defense attorneys, family members of jail detainees, U.S. Marshal's office and other agencies as required. Have a good working relationship with the

Prosecuting Attorney's Office and U.S. Attorney's Office to ensure effective prosecution and convictions.

Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws. Provide accurate information in accordance with the Freedom of Information Act. Answer media inquiries, provide press releases and make public statements to the media.

Keep current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times. Coordinate with the Washington County Prosecuting Attorney and County Attorney as needed, to ensure the Sheriff's Office has a proper understanding of current laws and enforces those laws, as expected.

Ability to evaluate and write an effective probable cause before detainment of individual and for search warrants. Have a detailed knowledge of the Rules of Criminal Procedure and the requirements for search warrants and seizures.

Ability to write and conduct effective and meaningful performance appraisals of assigned employees. Must be able to articulate the smallest of details and keep exceptional notes on officer performance. Direct performance evaluations to ensure all are consistent, accurate, and fair within the agency and each division and they comply with County guidelines.

Write grant proposals and conduct any research required to ensure agency eligibility for the grant. Compile and submit regular reports required by grants.

Write training manuals, as needed, for Sheriff's Office tasks, ensuring all affected employees have access to them. Schedule and oversee any training required.

Ensure criminal reports and use of force reports conform to standards and approve them.

Compile reports and provide State agencies with regular statistical information as required. Submit feedback and proposals for County Ordinances to the Quorum Court, through the Sheriff, as needed.

Help subordinates develop leadership skills required for entry level and intermediate supervisory roles.

Maintain citations and ensure proper record keeping to comply with State Law. Assist the State Auditor's office with routine audits of those records.

Direct critical incidents as needed to ensure proper deployment of qualified personnel to respond to crises. Request additional personnel, equipment, and other assets, if available.

26. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Arkansas Driver's License.

Completion of jail standards certification training course, state certification through the Arkansas Law Enforcement Academy and annual firearms qualifications. Complete the instructor's certification course, as well as the Field Training Officer Certification Course.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

## **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control

of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

#### **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

#### **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

#### **ACCOUNTABILITY**

##### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

##### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

##### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, taste or smell; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

### **SUPERVISORY RESPONSIBILITIES:**

Serve in the capacity of division commander in the absence of the division commander as well as any other special assigned detail with the same responsibility and accountability. Directly supervises Sergeants in their respective divisions. Carries out all essential duties and responsibilities, as listed above, in accordance with the County's policies and applicable laws.

### **EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with four years or more of college courses and five years of law enforcement experience at the Sergeant level; or equivalent experience. Completion of jail standards certification training course, state certification through the Arkansas Law Enforcement Academy and annual firearms qualifications. In-depth knowledge of law enforcement, jail operations, civil process, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures, federal and state laws. Self-defense and physical restraint procedures. Complete the instructor's certification course, as well as the Field Training Officer Certification Course.

### **OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction, of any kind, or domestic abuse conviction and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. The incumbent must be able to perform all of the following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written, often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, computer, vehicle, AFIS computer, radio and typewriter. Must possess a valid Arkansas Driver's License.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.