



LIEUTENANT

**Department:** Sheriff  
**Job Class:** 272900  
**Pay Range:** Public Safety 05

**FLSA:** Non-Exempt  
**Represented:** Yes  
**CSC Approved:** 07/13/2004

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible supervisory and mid-management work performed for the Pierce County Sheriff's Department. Assignments may include management of sections, detachments, special duty units and/or programs within the Pierce County Sheriff's Department. The work requires integrating many different and unrelated processes.

**ESSENTIAL FUNCTIONS:**

- Plan, administer, coordinate, manage, and supervise the activities of an assigned section, detachment, special unit or program within the Sheriff's Department.
- Supervise all assigned personnel, including scheduling; assignments; training and development; resolution of personnel issues; recommendations for selection and disciplinary action; developing performance measures, conducting performance evaluations and upholding performance standards.
- Prepare, justify, and monitor section, detachment, unit or program budget, including expenditures and overtime.
- Monitor and ensure Individual Performance Report (IPR)/IA processes are followed.
- Assist in development of section, detachment, special unit or program policies and procedures; make recommendations for revisions or new policies and procedures; assure consistent and accurate interpretation and application of policies and procedures.
- May serve as Chief of Police in a contract city.
- Assist in emergency situations; maintain physical ability to affect a forcible arrest or deal with physical confrontational or combative situations.
- Communicate effectively, both verbally and in writing, with audiences of various social, cultural, ethnic, educational and economic backgrounds, including citizens, other public groups and coworkers.
- Monitor compliance and enforce all Sheriff's Department manual provisions.
- Coordinate activities with other law enforcement agencies or support agencies.
- Effectively develop professional working relationships to ensure accomplishment of goals and objectives.
- Perform all Primary and Essential Functions as required of the Deputy Sheriff classification.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Safely drive a vehicle; accurately discharge a firearm (either hand), and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and other employees.
- Work a flexible schedule, which may include evenings, weekends, holidays, overtime and availability for on-call.

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

## **LIEUTENANT**

### **Classification Description – Pierce County**

#### **Page 2**

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the general supervision of an administrative superior and is reviewed and evaluated through observation, conferences, reports and evaluation of results. The Lieutenant position has full supervisory responsibility for commissioned, technical, administrative and/or clerical, and volunteer personnel.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Lieutenant spends a majority of working time in an office environment. Frequent travel to and from work sites in the geographic region is required; may be exposed to physically confrontational and combative situations, personal danger and bio-hazardous materials.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include, but are not limited to, walking, standing, sitting, digital dexterity, talking, hearing including ability to discriminate electronic, mechanical and human sounds, and seeing including ability to clearly distinguish and identify colors. A Lieutenant may be required to assist in any emergency situation, and must maintain physical ability to effect a forcible arrest or deal with physical, confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical activities during those times are: accurately discharge a firearm (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. A Lieutenant must be able to safely drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Community policing principles and practices, and problem solving techniques
- Modern police methods and procedures
- Rules, regulations and policies/procedures of the Sheriff's Department
- Applicable laws and ordinances, including familiarity with State and local legislative processes
- Applicable labor contracts
- Principles of crime and accident investigation
- Investigative techniques and crime scene management
- Incident command principles
- Techniques of crime prevention
- Principles and practices of criminal identification, of criminal behavior and causes underlying criminality
- Supervisory and management techniques and styles
- Methods and procedures involved in budget development, justification and control
- Overtime management techniques
- Technological developments and application
- Provisions of applicable police services contracts
- Grant writing, administration and management
- Information systems and how to apply them in a law enforcement environment
- IPR/IA processes, investigation quality control, timeliness, and appropriate response.

## **LIEUTENANT**

### **Classification Description – Pierce County**

**Page 3**

#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

##### **Skill In:**

- Interpersonal communication
- Team building, leadership, and motivation
- Strategic thinking and prioritizing resources
- Use of required equipment, including automated systems used in the job
- Applying required knowledge and abilities
- Representing the Sheriff in the community
- Marketing the Sheriff's Department in the community
- Effective supervision, leadership, evaluation, motivation, training and mentoring of employees

##### **Ability To:**

- Effectively apply supervisory and management techniques and styles
- Implement incident command procedures
- Tactfully, firmly and respectfully resolve issues
- Be effective in managing services within a contract services environment, including recognizing political implications and working in harmony with elected officials
- Anticipate/identify problems, distinguish between symptoms and causes, obtain and analyze information from a wide variety of sources and demonstrate common sense and logical thought processes
- Represent the Sheriff's Department in the community and with political leaders in a manner that is consistent with Sheriff's Department policies
- React quickly and calmly in emergencies
- Interpret and apply guidelines to continually changing circumstances.
- Communicate effectively both verbally and in writing, to audiences of various social, educational and economic backgrounds
- Analyze situations quickly and objectively and to determine proper course(s) of action
- Establish and maintain effective, productive and cooperative working relationships both inter- and intra- departmental and with other agencies and jurisdictions
- Foster a work environment that encourages professional and personal growth
- Manage all types of resources (time, people, budget, equipment, inventory, etc.)
- Develop, implement and administer special programs
- Understand the relationship between area of assignment and the overall department vision
- Make presentations to the public and to community groups
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner
- Physically perform the essential functions of the classification
- Meet the travel requirements of the position

#### **MINIMUM REQUIREMENTS TO APPLY:**

Must have at least two (2) years of current, continuous service as a Sergeant or a Detective Sergeant and have successfully completed the one year probationary period for a total of three (3) years continuous service. Employee must be in good standing to participate in the promotional examination process.