

# Lieutenant

## Position Description



### Status

Full-Time, Exempt

### Compensation

10% above base hourly wage of sergeants

### Bargaining Unit

POLC – Road Command

POLC – Corrections Command

### Reports to

Undersheriff

### Supervises

Sergeants and Detectives

### Position Category

Manager

### Summary

Manage, supervise, and direct the administration, operation, and support functions of the agency. Supervises the Sergeants both in Law Enforcement and Corrections and provides policy and procedures for the Sergeants to enforce. Additional responsibilities are assigned to each Lieutenant dependent upon which division of Law Enforcement or Corrections they are assigned.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Provides supervision and management of Sergeants and Detectives in the agency.
2. Acts as the Incident Commander over both Corrections and Law Enforcement during circumstances including major crime scenes, emergency situations, and natural disasters in the absence of the Captain.
3. Coordinate and deliver responses from the Sheriff's Office to outside agencies including: Central Dispatch, Local Police, Local Government, Department of Corrections, Department of Homeland Security, Federal and Tribal Police, State Police, Children Protective Services, Court Officials, Probation and Parole Departments, and Department of Human Services.
4. Manages the productivity, cost analysis, compliance, and reporting of assigned grants.
5. Assists the Captain with the discipline and counseling of employees who fail to follow department policy and procedures or conduct themselves in a way that is deemed detrimental to the department, image, violates the public trust, or calls into question the agencies integrity.
6. Create, implement, and foster vendor relationships and participate in the development of the request for proposal (RFP) with both current and potential vendors.

7. Represent the Sheriff's Office by serving on committees and Boards of Directors in the community.
8. Provide management of specialized services including: Public Information/Media Liaison, Evidence Room Management, SWAT Team Commander, Case Management, Training Management, Court Security Operations, Court Bailiffs, Inmate Records, Jail Inspections, and Dive Team.
9. Participate in the development of Incident Action Plans (IAP's) for major events requiring public safety and/or enhanced security with Unified Incident Command partners such as Fire Service, EMS, Local Government, Emergency Management, Central Dispatch, and other Law Enforcement Agencies.
10. Other duties as assigned by the Sheriff and Undersheriff.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position has direct supervisory responsibilities.

## **Work Environment**

This job operates in various indoor and outdoor settings where the employee may need to deal with individuals in various states of intoxication, emotional, and mental conditions; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others; must be able to drive a vehicle.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must have the ability to take and pass the agency annual physical fitness test as outlined by MCOLES; ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

## **Travel**

Travel is required throughout the County.

**Required Education and Experience**

1. Associates Degree in Criminal Justice or related field.
2. Michigan Commission on Law Enforcement Standards (MCOLES) Certified.
3. Certified in the following: Firearms qualification, CPR, First Aid, Blood Borne Pathogens, LEIN certification, Emergency Vehicle Operations, Defensive Tactics, Unified Incident Command Training, Data Master, Radar, and Standard Field Sobriety Testing.
4. Five (5) years of experience as a Deputy Sheriff or Corrections Officer.
5. Five (5) years of experience as a Law Enforcement or Corrections Supervisor.
6. Possess a Valid Michigan Driver's License.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_