

Champaign County Job Description

Job Title: Lieutenant - Law Enforcement

Department: Sheriff

Reports to: Captain

FLSA Status: Exempt

Grade Range: J

Prepared Date: May, 2017

SUMMARY Performs responsible supervisory, law enforcement and administrative functions.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs as supervisor of the Patrol duty staff during an assigned shift, supervising patrol activities and assists subordinates in handling major accident or criminal incidents.

Advises staff on Sheriff's and divisional policies and procedures and in points of law as they affect the uniformed patrol function.

Evaluates manpower requirements for regular patrol services and special patrols such as County Fairs and assigns staff to area patrols.

Performs patrol functions as well as other assignments such as serving warrants, transporting prisoners and mental patients, investigating accidents and criminal cases and making arrests when required.

Monitors the condition and usage of squad vehicles and equipment, ensures that minor repairs and routine maintenance are performed and recommends major repairs when indicated.

Reviews field reports from subordinate staff, ensures that reports are thorough and accurate and evaluates the work performance of staff.

Maintains periodic contact with the State's Attorney's Office, Public Defender's Office, Illinois State Police and other law enforcement agencies.

SUPERVISORY RESPONSIBILITIES Directly supervises 5 to 15 employees on a shift. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; recommending rewards and discipline; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE in addition to meeting the standards for Deputy Sheriff, must have five years of full- time police work.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, police regulations, operating instructions, legal documents and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of public or employees.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in unusual situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move over 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normally, works in a police vehicle. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to explosives. The noise level in the work environment is moderate to loud.