

**WEBB COUNTY
JOB DESCRIPTION**

CERTIFIED

TITLE: Lieutenant
DEPARTMENT: Patrol Division
SLOT NUMBER:
REVISION DATE: January 10, 2013

JAN 10 2013
By Webb County
Civil Service Commission

JOB SUMMARY:

Performs technical, supervisory, staff and administrative duties. Provides administrative assistance to the Captain, supervises and conducts special investigations, supervises line operations and serves as supervisor of technical enforcement responsibilities. May coordinate and supervise building maintenance and upkeep. Serves in the capacity of the Captain during his absence. Supervises Deputies, Corporals, and Sergeants. Work is performed under general supervision of a Captain or Divisional Commander.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs as assistant to the Captain or as a direct line supervisor in the absence of a Captain.
- Assists in the operation and administration of the Patrol Division; makes assignments to subordinates; makes frequent inspection trips; advises Sergeants and Deputies on policies, procedures, rules and regulations; makes recommendations to Sergeants and the Captain for disciplinary action concerning infraction of rules and regulations.
- Acts as adviser to a Captain; meets with the Captain and Sergeants in staff meetings; may conduct staff meetings of supervisors under his/her command.
- Consults with and advises Sergeants and Corporals on all policies, procedures, rules, and regulations pertaining to departmental operations.
- Develops and administers formal training programs for regular and probationary deputies including the organization of courses, preparing curricula, preparation of materials, providing necessary aides, and instructing; performs as instructor at in-service, management and supervisory schools, and in schools and courses conducted by other police and law enforcement agencies.
- Develops plans for requests for federally funded overtime law enforcement program and supervises implementation when funds are granted.
- Prepares, coordinates, implements, and directs special mobilization plans such as disaster, riot, VIP security, etc.
- Supervises the administration of warrant service and may supervise the Automated Information System.
- Supervises and assists in the recruiting program; interviews applications and conducts employment investigations; serves on employment and promotional interview boards.
- Represents the Captain on personnel investigations or when performing liaison with industry, city, county, state, and federal officials and civic leaders throughout the county.
- Performs field inspections, checking the performance and conditions in the Sergeant areas; initiates, develops and carries out public safety education programs as assigned;

makes speeches to various organizations and groups interested in traffic safety, crime prevention and personal safety.

- Confers with local enforcement agencies, court officials, and others concerning departmental activities; coordinates and organizes riot control activities in cooperation with other agencies, plans for natural and man-made disasters.
- Answers inquiries from the general public concerning statutes, Sheriff's Office policies and services, etc.; receives complaints, initiates and conducts investigations, evaluates findings and recommends appropriate actions.
- Supervises operations and maintenance of the motor vehicle fleet; supervises and administers the Fleet Safe Driver Program and Fleet Safety Program; reviews fleet vehicle accident investigation reports, etc. Has oversight for vehicle towing rotation.
- Serves as Department property officer; requisitions, receives, stores, disburses and accounts for supplies and equipment; maintains perpetual inventories and conducts annual inventories of accountable equipment; assists in the preparation of the annual budget and maintains records of expenditures.
- Plans and assists in conducting staff conferences, collects data concerning Office activities; prepares various reports, checks and authorizes expense accounts, and reviews reports submitted by subordinates; maintains all records.
- Enforces traffic and criminal laws and performs related duties as assigned.

QUALIFICATION STANDARDS:

- Experience of two (2) years minimum in the career progression position immediately preceding the position of Lieutenant preferred.
- Successful completion of college level courses in criminal justice, personnel administration, business administration, personnel management or related subjects preferred; specifically requires basic knowledge of Office rules, regulations, procedures, functions and organization; knowledge of the principles, methods and techniques of modern personnel management; working knowledge of applicable laws and regulations; working knowledge of police methods, procedures and tactics, and court systems and procedures.
- Advanced certificate issued by the Texas Commission on Law Enforcement Officer Standards and Education.
- May perform law enforcement duty if need arises and may be directly involved in enforcement activities as a supervisor. Must be proficient in the use of firearms.

SKILLS AND ABILITIES:

- Skills in the motivation of employees and the application of leadership principles.
- Ability to effectively apply knowledge of Office rules, regulations and procedure.
- Ability to apply the principles, methods and techniques of modern personnel management.
- Ability to analyze and solve work problems; ability to work effectively with Sheriff's Office personnel and personnel of other agencies.
- Ability to effectively meet, greets, and interacts with the general public.
- Ability to analyze workloads and to plan, schedule and assign work.
- Ability to instruct, direct and supervise employees.
- Ability with training to acquire a basic knowledge of accounting and budgeting procedures.

- Ability to communicate in English and Spanish.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-45 lbs.
- Must be able to work outdoors as needed.

OTHER REQUIRMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Supervised directly by the Captain Patrol Division.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date