

## **DEPUTY SHERIFF LIEUTENANT**

### **DEFINITION OF WORK**

Employees in this class perform supervisory law enforcement work in directing the activities of a patrol, professional standards, courthouse security, civil, fugitives, evidence, community policing, special response team, K-9, or school resources program areas. Employees in this class manage and supervise the activities of other law enforcement professional and/or supervisory staff on an assigned shift or program area in the Sheriff's Office. The employees serve as the supervisor while performing more accountable managerial and professional level. As a supervisor, the employees manage and direct a shift or work area; organize and assign the daily work function in an effective and efficient manner; participate in human resources activities; assure orientation and field training of new officers; review reports, internal investigations, or training course curriculum and instruction, and makes corrections as needed. Non-supervisory duties are similar to those supervised and work assignments are considered complex and performed with more independent judgment. This work is performed under supervision and requires the application of modern law enforcement techniques, sound judgment, and independent initiative in pursuit of work objectives. Work is performed in accordance with Departmental policy and State and federal law, supplemented with specific directions from superior officers. Work is performed under the direct supervision of a Deputy Sheriff Captain or Major, depending upon the area of assignment. Work is evaluated through observation, review of reports and/or case files, and discussion concerning how particular situations are handled.

### **EXAMPLES OF WORK**

Employees direct and manage activities on a patrol shift, or a specialized program area; participate in the development of procedures for the Sheriff's Office; determine work assignments for other supervisory staff to complete; follow up on assignments; prepare records and reports of activities; review investigative case files prior to higher level review; ensure the orientation of new staff; determine work procedures and monitor workload; provide technical and administrative advice and direction; participate in personnel related functions such as evaluation, discipline, recommending promotions, and may participate in the interview process; direct or redirect work as needed; provide back-up for other officers and respond to calls for assistance and complaints; and determine whatever legal or persuasive actions are warranted in each situation; may perform special projects under the direction of the Sheriff or supervisor; determine the need for improvements and analyze trends and make recommendations for improvements in the assigned work area; provide training and attend training to maintain certifications and to increase knowledge and skills; and perform other related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Completion of a two-year Associate's degree in Criminal Justice, supplemented with a variety of law enforcement courses, and two years of experience as a Deputy Sheriff Sergeant; or an equivalent combination of training and experience.

#### **Knowledge, Skills, and Abilities:**

Thorough knowledge of the State and federal laws, local ordinances pertaining to law enforcement operations; thorough knowledge of modern investigative techniques, principles, and procedures in the area of assignment; thorough knowledge of the principles of physical evidence collection and

usage; thorough knowledge of court procedures used in criminal, civil, and domestic court; thorough knowledge of the geographical layout of the County; skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics; ability to act with sound judgment in routine and emergency situations; ability to supervise and direct the work of others; ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest; ability to present effective court testimony; ability to prepare clear and concise activity reports; ability to review the work of others; ability to build and maintain cooperative and effective public relations with co-workers, subordinate staff, and the community; ability to train new officers.

### **SPECIAL REQUIREMENTS**

Before assignment to sworn duties, employees must have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, search and rescue situations, and hazardous spills with fumes, oils, gases, or flammable liquids. Work may subject employee to compliance with final OSHA standards on bloodborne pathogens.

### **PHYSICAL REQUIREMENTS**

Must possess the visual acuity to operate a law enforcement vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to perform extensive reading, work with figures, operate a computer terminal and prepare and review a variety of records and reports.

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and 10 pounds constantly.