



POSITION DESCRIPTION

19 March 2015

Detective Lieutenant

FLSA Status: Non-Exempt
Classification: Occupational
Salary Grade/Band: 15

**Reports to: Duchesne County Sheriff's
Chief Deputy**

Revised: _____

Human Resources Initials: LH

POSITION PROFILE

Under the general supervision of the Chief Deputy, performs administrative, managerial and professional law enforcement duties related to investigations. Manages the day-to-day operations of the investigative section.

Oversees, recommends, formulates and collaborates with the Chief Deputy and supervisory staff of all operations of the Duchesne County investigative section for staff development and advancement. Administers new policies and procedures. Ensures compliance of detective staff with such policies and procedures in accordance with local and state laws.

GOALS

- To provide exceptional and professional courtesy to public and staff.
- To articulate and convey information accurately and appropriately to staff and public.
- To ensure work performance, effective time management practices, and attention to detail.
- To enhance patrol staff excellence and development.

ESSENTIAL FUNCTIONS

- Participates in the overall management of the investigative section by proposing policy changes and implementing the same upon approval. Provides field assessment of various policies and operating procedures; makes recommendations relating to policy, practices and standard operating guidelines and procedures.
- Prepares periodic reports as needed to apprise Chief Deputy of various conditions and results.
- Performs internal investigations and determination of corrective actions upon assignment.
- Participates in matters relating to personnel, including but not limited to recruiting, training, scheduling, appraising, rewarding, and disciplining employees. All related activities are performed in accordance with the organization's policies and applicable laws.
- Plans and monitors division section shift schedules; acts as direct liaison between detectives and Chief Deputy.
- Assists in the development of investigative skills. Implements training programs and monitors staff progress. Maintains records and evaluates staff performance.
- May be assigned to a specialized function other than investigations. Provides "on-call" support and communications for critical incidents, tactical questions and actions.
- Assists Office Manager to maintain departmental records showing training and certification achievements and activity. Apprises staff of available training opportunities; coordinates training functions with training supervisor

and in-house trainers.

- Responds to calls for service and performs investigations as needed.
- Prepares reports on investigation activities; reviews reports and daily logs of detectives, and prepares shift memos.
- Performs preventive teaching; may teach in class room setting and delivers instruction on interviewing and interrogation techniques.
- Provides safety awareness.
- Advises neighborhood watch groups regarding processes and procedures.
- Coordinates staff and resources with other agencies, i.e. Forest Service, FBI, BLM, DEA, and ATF, when necessary.
- Attends court proceedings; offers testimony regarding various criminal cases; responds and appears at federal proceedings upon being subpoenaed.
- Makes recommendations to the Chief Deputy concerning the dismissal, commendation, or discipline of staff.
- Responsible for planning, formulating and making recommendations to the Chief Deputy concerning the implementation of new programs.
- Addresses and resolves complaints from staff and the public.
- Works with the Chief Deputy in determining staff needs, equipment, and operational requirements for the investigations section.
- Reviews numerical and narrative statistical reports.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent plus POST Peace Officer Certification; plus, two (2) years of specialized training provided through college, POST or professional sponsored programs; and
- Six (6) years of progressively responsible law enforcement experience.
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.
- Law Enforcement Officer and Special Functions Officer Certificates.
- Must maintain 40 hours of annual training to maintain POST certification.

SKILLS/ABILITIES

- Skill in the operation of motor vehicles at high speed and in dangerous situations.
- Skill in the use of firearms and related equipment.
- Considerable knowledge of and interpretation of law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of local, state and federal laws.
- Considerable knowledge of office practices and procedures.
- Exemplifies leadership skills and order.
- Demonstrates supervisory and leadership abilities in for investigations section, principles, practices procedures, techniques, tools, and equipment and training.

- Interprets, articulates and communicates all relevant state, local laws, rules and regulations.
- Considerable knowledge of county geography, road systems, and boundaries.
- Develops effective working relationships with the public and fellow employees.
- Ability to react effectively and safely in emergency and stressful situations.
- Demonstrates advanced organizational skills and communicational skills in directing, promoting and motivating staff.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate conduct.
- Oversees new staff orientations.
- Knowledge and application of first aid.
- Basic computer skills using MS Office and email.
- Ability to work under time restraints to meet deadlines.
- Ability to resolve problems in the work place.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain, monitor and assure a safe working environment.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbally.
- Must be able to read and understand state, and local regulations governing patrol operations and other related regulations associated with governmental agencies.

REASONING ABILITY

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Ability to carry out instructions furnished in written or verbal forms.
- Ability to review numerical and narrative statistical reports.
- Ability to exercise quick and effective decision making.
- Ability to synthesize complex or diverse information and collect and research data.

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

HAZARDS

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.