



SHERIFF'S LIEUTENANT, CORRECTIONS

Class Code:
9003-LEM

Bargaining Unit: Law Enforcement Management

COUNTY OF SAN BENITO
Established Date: Sep 1, 2005
Revision Date: Sep 9, 2013

DEFINITION:

Under general direction, has responsibility for supervising, managing, directing and planning through subordinate supervisors the work of staff engaged in law enforcement and related activities; departmental function or program as a watch commander and/or unit commander, performing highly technical research and analysis of complex problems in providing administrative support.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from that of Sheriff's Sergeant by the responsibility for a broader field of activity and a broader scope of authority to act for the department. Incumbents rotate through various assignments and are expected to be able to perform the full range of duties required of the class. They are distinguished from positions in the lower class of Sheriff's Sergeant by their broader scope of authority.

REPORTS TO: San Benito County Sheriff

Special Working Conditions:

Exposure to: variable temperatures and weather conditions; confined work spaces; heights; two-way radio noise; strong, unpleasant odors; infections which might cause chronic disease or death; dust and pollens; chemical irritants; possibility of experiencing bodily injury and/or burns; and contact with a diverse population.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required. Class specifications are not intended to reflect all duties performed in the job.)

Serves as the Department commander in his or her absence;
Under direction, plans, organizes and directs team, program, unit or division operations;
Assists in the planning, development, implementation, and evaluation of Sheriff or Correction programs and services;
Directs, assigns, reviews, evaluates, and trains assigned personnel;
Counsels assigned personnel, and may recommend disciplinary action;
Recommends, interprets and implements department, division, units and/or program policies, procedures and standards;

Serves as incident or scene commander in emergency situations;
Investigates complaints, infractions of rules and regulations, crimes and suspicious occurrences and takes or recommends appropriate action;
May coordinate, and/or conduct inspection tours of facilities for compliance with governing regulations and standards;
Responds to, and/or makes recommendations in addressing complaints from staff, inmates and the public;
Reviews and/or prepares criminal and administrative reports, correspondence, and statistical information;
Under direction, prepares and manages a budget;
Serves as liaison and coordinates activities between department divisions, units and programs, may serve as liaison or departmental representative between community groups, individuals, other County departments, and other government agencies;
Conducts meetings, staff briefings, training classes, and may make public presentations;
Attends meetings of the Board of Supervisors, law enforcement organizations, civic groups and various commissions;
Conducts hiring interviews and selects candidates, or participates in the selection process of Sheriff or Correctional and support personnel;
As member of management team, responsible for ensuring a workplace that promotes equal employment opportunity;
May serve as on-call duty officer;
As a collateral assignment, may serve as commander of a special unit such as critical incident, hostage or crowd control teams;
Appears in court to testify;
Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; plans, organizes, directs, and evaluates the staff, functions, and organizational units of the Sheriff's Department;
Maintains an ongoing knowledge of new professional developments and relevant legislation pertaining to the field of Law Enforcement;
Maintains positive and harmonious relations with members of the Board of Supervisors, County Administrative Officer, department heads, and employee groups for the purpose of policy development, problem solving, and long-range planning; and
Performs other related duties as assigned.

TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:

Education:

Graduation from high school or possession of a General Education Development (G.E.D.)

Experience:

Two years of experience at a STC OR POST approved law enforcement agency, performing duties comparable to those of a Corrections Sergeant with San Benito County.

KNOWLEDGE OF/ABILITY TO:

Thorough knowledge of:

Principles and practices of modern police and/or correctional administration and organization;
human resource management, program management, organization, supervision, and training;
Federal, State, local laws and ordinances pertaining to search and seizure, rules of evidence, interview of suspects, court procedure, criminal law, laws of arrest and laws governing the

care, custody and control of prisoners in the county jail;
San Benito County Sheriff's Office and Department of Correction policies and procedures;
Progressive disciplinary procedures;
Budget preparation and control procedures;
Techniques to develop and promote teamwork and employee morale;
Modern sociological concepts and communication skills in dealing with a diverse and ethnic population;
First aid and cardiopulmonary resuscitation (C.P.R.)

Working knowledge of:

Principles of supervision and training.
Use and care of standard police firearms.
Techniques of criminal investigation and methods of identifying and pre serving evidence.
Court procedures in criminal and civil cases.

Ability to:

Plan, organize, coordinate, direct, and supervise personnel and the operations of a department team, unit or division;
Train, coach and provide guidance to assigned staff;
Make decisions and exercise sound judgment, often under emergency situations;
Conduct or direct administrative and criminal investigations of crimes, complaints, infractions, violations of County or department policy and procedures, and suspicious occurrences;
Prepare, recommend, present and manage a budget;
Research, establish, interpret, and implement department and division policies, procedures and standards;
Gather, assemble and analyze data, make recommendations and decisions on the information gathered, and prepare concise reports;
Develop and maintain effective interpersonal working relationships;
Communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS:

Must be a citizen of the United States or a permanent resident alien who has applied for citizenship at least one year prior to application for employment in accordance with Section 1031.5 of the Government Code; availability to work a flexible schedule, including nights, weekends, holidays and on an emergency, as needed basis.

Special Requirements/Conditions:

Personal Characteristics

Sensitivity, empathy and impartiality;

Conscientiousness, dependability, and have initiative and integrity;

Emotional control.

License/Certificate Requirements:

Possession of a STC Supervisory Certificate.

Current qualification in Range, First Aid and CPR.

Possession of a valid California Driver's License and an acceptable driving record that will qualify for a County driving permit.

Background Investigation:

Ability to pass a full background investigation.