

**FAIRFIELD COUNTY**

**JOB TITLE: LIEUTENANT  
SHERIFF**

**GENERAL STATEMENT OF JOB**

Under general supervision, exercises responsibility for directing and overseeing subordinate personnel in the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgment in dealing with dangerous or unusual situations, following safety practices and procedures. Is responsible for thoroughly investigating crimes committed in the County. Works under stressful, high-risk conditions. Reports to the Captain over section.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

This position can be assigned to the following areas:

1. Narcotics
2. Criminal
3. Road Patrol
4. Department Training Officer

Supervises the activities of all Patrol Deputies as assigned in order to ensure the enforcement of local and state laws, county ordinances, and departmental policies and procedures relating to public safety and welfare. Performs such supervisory duties as instructing; assigning, reviewing, and planning work of subordinates; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; and recommending/approving transfers, promotions, disciplinary actions, discharges, and salary increases.

Is responsible for investigating crimes committed in the County. Investigative duties include gathering and preserving physical evidence, interviewing victims and witnesses, obtaining fingerprints and photographs, etc. Prepares paperwork and evidence for court and testifies in court regarding criminal cases.

May be responsible for directing and overseeing narcotic-related operations for the Department which involves investigations, conducting raids, etc.

Is responsible for enforcing all state and local laws relating to public safety and welfare. Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests. Responds to automobile accidents and calls involving suspected criminal activity including domestic violence, burglaries, larcenies, fights, assaults, robberies, shootings, stabbings, vandalism, missing persons, alarms, suspicious persons and vehicles, trespassers, etc. Obtains warrants as needed.

Makes decisions regarding tactical matters such as equipment, plans, procedures, etc.

Assists with developing programs, policies, procedures, etc. for Departmental operations.

Communicates and interfaces with personnel from various agencies including DYS, DSS, FBI, SLED, Fire Department, DEA, other law enforcement agencies, court administration, medical personnel, civic groups, and the general public, etc. in order to obtain information and/or provide assistance.

Prepares, processes, and/or transmits various reports as required including incident reports, arrest warrants, search warrants, supplemental reports, booking reports, crime scene drawing, fingerprint cards, etc.

Directs and oversees the work of subordinate personnel. Performs such supervisory duties as instructing; assigning, planning, and reviewing work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees; and recommending/approving transfers, promotions, disciplinary actions, discharges, and salary increases; etc.

Works under stressful, high-risk conditions.

Maintains required level of proficiency in the use of firearms, and evasive action/driving skills. Maintains weapons and equipment in functional and presentable condition.

Attends shift meetings, seminars, and training sessions as required to remain knowledgeable in operations and to promote better job performance.

Operates a variety of types of law enforcement and other equipment including firearms, handcuffs, cameras, metal detector, walkie talkie, typewriter, computer, fax machine, etc.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma plus successful completion of prescribed courses of study at the SC Criminal Justice Academy and three to five years of law enforcement experience; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess a valid S.C. driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a motor vehicle as well as a variety of types of law enforcement and other equipment including two-way radio, firearms, mace, computer, camera, copier, etc. Must be physically able to exert up to one hundred pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; position requires seizing, holding, grasping, etc. and involves walking, standing, reaching, stooping, crouching, etc. for brief periods of time. Must be able to physically defend one's self from attack or assault. Must be able to lift and/or carry weights of approximately one hundred fifty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments/instructions to subordinates. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read and comprehend a variety of documents and reports. Requires the ability to prepare various documents and reports such as incident reports, supplemental reports, booking reports, warrants, etc., using the proper format, punctuation, spelling and grammar, and using all parts of speech. Requires the ability to communicate with co-workers, other law enforcement agencies, attorneys, court personnel, and the general public, etc. with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as law enforcement, criminal investigations, etc., in order to solve problems and deal with a variety of concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing office and law enforcement equipment. Must be able to operate a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has proficient knowledge of the policies, procedures, and methods of the Department. Has extensive knowledge of the state and local laws, regulations, and ordinances as they pertain to the specific responsibilities of the position. Has comprehensive knowledge of criminal investigations techniques, procedures, and practices; is effective in performing such investigative duties. Is able to maintain control in various situations wherein danger is present. Knows and practices proper arrest procedures. Is able to develop and maintain effective communications and relationships with all departments and agencies involved in the activities of the job. Is skilled in the use of firearms and motor vehicles, their maintenance and safety practices. Has the ability to serve civil and criminal papers properly and in a timely manner. Knows how to operate various equipment as required in the completion of daily activities. Is able to ensure the safety of passengers when transporting them in county vehicle. Has the ability to perform duties necessary to promote the safety and welfare of the general public. Is able to react quickly and calmly in dangerous and emergency situations. Has good knowledge of first-aid methods and techniques. Has thorough knowledge of the layout of county roads and of the locations and characteristics of the various neighborhoods. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the ability to deal courteously, yet firmly and effectively with the public in police situations. Is able to use independent judgment in a wide array of circumstances from routine tasks to extremely critical situations. Has the ability to work under stressful, high-risk conditions. Knows how to operate telecommunications radio equipment. Is able to observe situations analytically and objectively, and to respond and record them clearly and accurately on incident reports and report them clearly and accurately in court as required.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet

job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies

and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace. Works under hazardous or dangerous conditions, often involving a great degree of personal risk and risk to others.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the Department. Knows and understands the expectations of the Sheriff's Office regarding the activities of the Department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the Department and the County. Within the constraints of Departmental policy, formulates the appropriate strategy and tactics for achieving Departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the Department and the County.

**Organizing:** Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and Departmental matters affecting them and/or of concern to them.

**Staffing:** Works with other Departmental superior officers in directing the development and training of personnel of the Sheriff's Office, in order to ensure that they are properly inducted, oriented and trained in the policies and procedures to be followed by employees of the Sheriff's Office, and ensures that employees are familiar with duties and responsibilities as described in specific job descriptions.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Departmental goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Departmental and County standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet Departmental goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the Department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of Department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of Departmental and County policies regarding the Departmental and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the Sheriff's Office and County, and continually reviews Departmental policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and agency morale and performance. Works to see that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

