



Job Description

TITLE: Lieutenant	JOB CODE: 6010
DEPARTMENT: Sheriff's Office	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: November 9, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under limited supervision of the Captain, the Lieutenant plans, organizes and manages operations and staff of assigned division; manages operations from the main office and the two sub-stations; manages special teams and oversees community policing initiatives; assists in the development and implementation of policies and procedures; ensures all activities comply with established laws, regulations and standards.

Reporting Relationship: Lieutenants report to the Division Captain.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations; ensures compliance with Sheriff's directives and State laws.
- Provides support, technical direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments; determines staffing and equipment allocations.
- Assists in developing the annual budget; prepares special and recurring reports, grants, proposals and contracts, and disseminates to County staff and external agencies.
- Recommends implements improvements or changes to existing procedure and policy.
- Randomly reviews and approves incident reports; ensures they are complete and accurate; utilizes computer software to enter, store and retrieve information.
- Assigns staff and ensures that all policies and procedures are followed; ensures the safety of employees.
- Investigates and assigns internal and citizen complaints.
- Oversees deputies patrolling assigned areas to enforce laws, investigate crimes, and arrest violators; drives vehicle through assigned area, observing traffic violations and issuing citations.
- Responds to non-routine and extraordinary situations.
- Prepares reports of criminal activity and civil disturbances including traffic accidents.
- Investigates illegal or suspicious activities of persons; quells disturbances; arrests law violators; locates and takes persons into custody on arrest warrants.
- Searches and assists in locating missing persons or bodies.
- Responds to assist other agencies and departments for backup and security.
- Attends and completes command-level training as directed.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of Sheriff's Office policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of management principles, practices and methods.

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Lieutenant

- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.
- Knowledge of budgets, grant requirements and financial reporting.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill in making decisions in emergency and crisis situations.
- Skill in operating a personal computer and software applications.

Education and Experience

- High school diploma or GED equivalent and five (5) years law enforcement experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- State of New Mexico Law Enforcement Academy certification.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to extended periods of driving police vehicle; may be subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet Department standards.
- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes: patrol vehicles; firearms; impact baton; radios; cameras; radar units; pepper spray; drug and chemical analysis kits; and computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____