



CLASS SPECIFICATION

Class Code: 60002214
Date Established: 07/1973
Last Reviewed: 06/2022
Last Revised: 06/2022
Last Title Change: 03/1995
FLSA: non-exempt
Probation: 12 months

LIEUTENANT

DEFINITION

Under direction, manages the daily operation of a subdivision or program in the Sheriff's Office, which includes implementing, monitoring and evaluating goals, objectives, procedures, standards, staff utilization and costs; and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Seven years of full-time paid public law enforcement experience, including one year as a Sergeant with the Washoe County Sheriff's Office.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of application and for continued employment in this classification.

Possession of a Nevada Advanced POST Certificate is required at the time of application.

Required to maintain Basic P.O.S.T Certificate as Category I Police Officer per NRS/NAC289.

Required to complete P.O.S.T. continuing education requirements in accordance with NRS/NAC 289.

Required to be Patrol Certified as defined in WCSO Policies and Procedures at the time of application for assignments in Operations.

DISTINGUISHING CHARACTERISTICS

Positions in this class are considered mid-management and are distinguished from Sergeant by overall responsibility for the operation of subdivisions or programs.

SUPERVISION EXERCISED

Exercises direct supervision over Sergeants, Deputy Sheriffs and civilian support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the operations of a shift, subdivision, program and/or specialized operations unit through planning, directing, scheduling, assigning, reviewing and evaluating the work of assigned staff.

Evaluate the performance of subordinate staff, including counseling employees, recommending and/or reviewing disciplinary action, appointments, transfers and ensuring staff follows acceptable protocol, policies and procedures.

Recommend, implement and monitor procedures, standards, forms and reports to enhance efficient operations, productivity and utilization of assigned staff.

Draft subdivision or program budget based on a projection of future needs, and make recommendations to the Division Commander; assist in budget preparation for the assigned Division, including recommending and justifying supplies, equipment and personnel.

Monitor staff utilization, equipment and supply costs to ensure that expenditures do not exceed established budget allocations.

Establish, implement, monitor and evaluate goals and objectives for the assigned subdivision or program, based upon goals and objectives for the Division.

Coordinate and schedule training for the assigned Division based on an assessment, through performance evaluation, of divisional training needs.

Supervise shift change briefings, ensuring the flow of information from shift to shift and the orderly change of command.

Review a variety of reports maintained by the previous shift, including activity reports, incident reports and daily logs, to facilitate the exchange of information and promote consistency of operation between shifts and units.

Develop and implement operating plans for special events and other activities; direct and coordinate police activities.

Negotiate contracts for services; interact with representatives of employee associations, County legal advisers and Risk Management.

Conduct internal affairs and risk management inquiries.

Direct operations at crime scenes, emergencies and other serious incidents.

Conduct periodic inspections to ensure that equipment, uniforms and facilities are maintained, clean and operational at all times.

Ensure that subordinate personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS *(These may be acquired on the job and are needed to perform the work assigned.)*

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

The divisional budgetary process.

The specialized functions, procedures and protocols within the shift, program and/or unit of assignment.

Ability to:

Recognize and train staff in work methods and procedures that promote a safe working environment for employees and others.

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.)*

Knowledge of:

Policies, procedures, rules and regulations of the Washoe County Sheriff's Office.

Federal, state and local laws, ordinances, policies and procedures pertaining to the duties of a Deputy Sheriff of the Washoe County Sheriff's Office.

Principles and practices of general management and budgeting.

Provisions of applicable collective bargaining agreements.

Skill in:

High-performance driving techniques.

The use of defensive tactics, handcuffs, firearms, other weapons and physical restraints authorized for use by the Sheriff's Office.

Ability to:

Supervise staff, including scheduling, assigning and reviewing work, administering discipline and conducting performance evaluations.

Train subordinates in Countywide personnel policies.

Interpret and apply laws, regulations, policies and procedures.

Quickly assess situations, make logical decisions and implement an effective course of action.

Exercise emotional control.

Identify problems and develop and implement solutions.

Establish and maintain effective working relationships with departmental personnel, other agencies, the public, inmates and others contacted in the course of the work.

Communicate effectively, both orally and in writing.

SPECIAL REQUIREMENTS *(Essential duties require the following physical abilities and work environment)*

Must take a complete physical examination annually pursuant to NRS 627 and NAC 617

Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity, distinguish between colors.

Ability to tolerate exposure to cold, heat, noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, dust, dirt, grease, infectious disease and other environmental conditions in the performance of duties assigned.

Must be willing to use protective devices (e.g., bullet-proof vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.