



## LIEUTENANT

<b>Job Code:</b>	Grade 21
<b>Exempt:</b>	Yes
<b>Department:</b>	Sheriff's Office
<b>Reports To:</b>	Captain
<b>Location:</b>	Sheriff's Office Complex and all of Washington County
<b>Date Revised:</b>	September 26, 2024

**This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.**

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.*

- Regular and Reliable attendance required

### **General Description of Position**

The Lieutenant(s) is a critical leader within the Sheriff's Office, responsible for overseeing all operations performed by Sergeants within the Enforcement, Detention, and Administrative areas. Reporting directly to the Captain (Division Commander), the Lieutenant(s) is a key figure in ensuring the effectiveness, safety, and compliance of Sheriff's Office operations. The role requires managing personnel, operational strategy, and administration for an assigned division or unit, both within the county and in external jurisdictions. The Lieutenant(s) ensures adherence to ALL law enforcement standards, manages equipment, and coordinates staff to ensure smooth



## WASHINGTON COUNTY

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### *Job Description –Lieutenant*

daily operations. They also oversee operation and maintenance of all equipment and ensure equipment is available, and effectively utilized to support law enforcement efforts.

In this high-stress, leadership-intensive role, the Lieutenant(s) supervises both sworn and civilian personnel and is accountable for the overall performance and safety of their teams. The Lieutenant(s) also prepares reports, leads public safety initiatives, and fosters strong relationships with the community. Additionally, the Lieutenant(s) is responsible for the department's training programs, ensuring all personnel are adequately trained and proficient in various law enforcement disciplines, including firearms, defensive tactics, and crisis response.

The Lieutenant(s) may be required to assume full administrative accountability for operations in the absence of the Captain. The successful candidate must possess a deep understanding of law enforcement practices and meet all Arkansas Commission on Law Enforcement Standards and Training requirements. The role demands a high level of responsibility, leadership, and the ability to manage complex operations under pressure.

In the absence of the department commander, the Lieutenant(s) may be required to act as the commander, assuming full administrative accountability for operations and activities within the assigned division. Candidates must possess a thorough understanding of law enforcement administration and meet all Commission on Law Enforcement Standards and Training requirements. Additionally, they must be certified law enforcement officers with a comprehensive knowledge of applicable standards and regulations.

Successful candidates are required to complete the Criminal Justice Institute's School of Law Enforcement Supervision or an equivalent program, Field Training Officer School, and obtain General Law Enforcement certification along with training in interview and interrogation techniques. The Lieutenant(s) is expected to play a vital role in protecting and serving the community while effectively managing the inherent risks and responsibilities associated with Sheriff's Office operations.

### **Essential Duties and Responsibilities**

- **Oversight Sheriff's Office Operations:** Have the ability to lead and manage assigned Divisions, Departments, Sections or Specialized Units. Ensure all Sergeants effectively supervise their teams in enforcing laws, maintaining safety, and upholding departmental standards.
- **Supervise:** All operations, investigations, detainee housing and movement, special events, fleet division, and the training department, including managing training programs, coordinating fleet activities, and responding to motor vehicle accidents. Collaborate with other agencies on law enforcement activities, special events, criminal investigations, and incident management.
- **Complaint Response:** Oversee responses to civil and criminal complaints.



## WASHINGTON COUNTY

### *Job Description –Lieutenant*

- **Personnel Management:** Supervise Sergeants, Corporals, deputies, and civilian staff. Manage performance evaluations, training, and ensure operational compliance.
- **Documentation and Reporting:** Ensure accurate and timely completion of reports for criminal and civil investigations. Oversee quality and procedural compliance in report submission.
- **Equipment Maintenance:** Ensure the maintenance and readiness of equipment, including mobile devices, radios, and vehicles.
- **Community Engagement:** Participate in public relations activities, including presenting on law enforcement topics and community safety programs.
- **Major Crime Investigation:** Lead and coordinate investigations into critical incidents, such as sexual assaults, suicides, and other major crimes both within the detention facility and in the broader community.
- **Prisoner Oversight:** Ensure the safe and efficient housing and transportation of detainees, maintaining communication with relevant parties, including jail staff, judges, and detainee families.
- **Facility and Equipment Oversight:** Monitor the condition and maintenance of facilities and equipment, coordinating repairs and ensuring safety standards are met.
- **Budget and Planning:** Assist in budget preparation, resource allocation, and jail planning.
- **Professional Conduct:** Uphold high standards of conduct, ensuring compliance with all relevant federal and state laws.
- **Security:** Oversee security protocols for all Sheriff's Office operations, ensuring appropriate staffing, equipment management, and adherence to safety procedures.
- **Advanced Training:** Facilitate ongoing professional development for staff, focusing on advanced law enforcement practices, crisis response, and self-defense training.
- **Training Program Management:** Oversee the Detention Training Officer or Field Training Officer programs. Manage program updates, supervise training officers, evaluate candidate performance, and make pass/fail determinations.
- **Reporting and ISOMS Management:** Grade ISOMS reports and conduct spot checks to ensure compliance with policies and the appropriateness of investigative results.
- **Division Goals and Policies:** Develop and implement goals, objectives, and procedures for the division in alignment with department vision and values. Recommend updates to policies and assist with community engagement efforts.
- **Internal Investigations:** Conduct internal investigations following Washington County Sheriff's Office protocols and address citizens' complaints.
- **Timekeeping and Compliance:** Ensure accurate time records, complying with policies for military leave, FMLA, Workers' Compensation, and other requirements. Submit all records by the designated deadlines.
- **Documentation for Prisoners:** Manage documentation for state prisoners, including meritorious and emergency furloughs, and ensure timely submission of criminal history petitions.



## WASHINGTON COUNTY

### *Job Description –Lieutenant*

- **Training in Control Tactics:** Receive and provide advanced training in self-defense, electronic control devices, and other less-lethal control tactics.
- **Supervision:** Directly supervise all Sergeants and generally supervise corporals, deputies, and assigned civilian personnel. Ensure adequate law enforcement presence during patrols, special events, and community outreach efforts.
- **Hiring and Background Investigations:** Conduct thorough interviews and background investigations, ensuring all departmental hiring requirements are met and documentation is accurate.
- **Work Assignments and Community Engagement:** Plan and direct work assignments for various personnel, including part-time, auxiliary, and volunteers. Coordinate community events while ensuring proper police presence.
- **Critical Response and Crime Scene Management:** Respond to major crime scenes, such as homicides and officer-involved shootings, coordinating with special teams. Supervise perimeter control during manhunts and manage detainee escapes.
- **Equipment Management:** Schedule equipment installations for county vehicles, conduct inspections, and maintain vehicles. Oversee inventory and maintenance of equipment.
- **Gun Rights Reinstatement:** Oversee recommendations for the reinstatement of gun rights.
- **Detention Facility Supervision:** Oversee detainee housing and transports, respond to major incidents in detention facilities, and ensure detainee rights and safety standards are upheld.
- **Liaison with Legal and Judicial Entities:** Act as a liaison between the Sheriff's Office, court officials, U.S. Marshals, and attorneys to ensure compliance with extradition laws and detainee rights.
- **Training Manual Development:** Write and update training manuals for departmental tasks, ensuring all personnel have access to the necessary materials.
- **Incident Command:** Take command of critical incidents, coordinating personnel and equipment to ensure a proper response to emergencies.
- **Additional Duties:** Perform other duties as assigned, demonstrating flexibility and adaptability in high-stress law enforcement environments.

### **Overall Management Responsibilities for Lieutenant(s)**

The Lieutenant(s) is responsible for the comprehensive management and oversight of operations within the Sheriff's Office. This role entails direct supervision of personnel, ensuring compliance with policies, and facilitating effective communication across shifts to maintain operational continuity.

Leadership is a core function of the Lieutenant(s), who fosters a positive work environment through regular training sessions, performance evaluations, and proactive coaching. They play a key role in developing and implementing training programs aimed at enhancing team capabilities.



## WASHINGTON COUNTY

---

### *Job Description –Lieutenant*

Compliance with legal and institutional policies is essential. The Lieutenant(s) conducts audits and inspections, implementing best practices to uphold legal and ethical standards throughout all operations. They prioritize the safety and well-being of all personnel, enforcing health and safety protocols and addressing grievances promptly.

As a liaison between the department and the community, the Lieutenant(s) promotes transparency, participates in community meetings, disseminates public information, and develops programs that encourage positive interactions with stakeholders.

The Lieutenant(s) leads investigations into incidents, gathering evidence, interviewing involved parties, and preparing reports that inform operational decisions and enhance safety protocols. They continuously assess current practices, proposing improvements to efficiency and safety while ensuring preparedness for emergencies, coordinating crisis responses, and conducting post-incident debriefings.

Accurate record-keeping is vital for operational accountability, and the Lieutenant(s) oversees this process to ensure compliance with legal standards.

### **Qualifications**

To perform this job successfully, an individual must be able to satisfactorily execute each essential duty mentioned below. The requirements listed represent the knowledge, skill, and/or ability required.

### **Education and Experience**

Bachelor's degree (or equivalent) in a related field such as Criminal Justice, Public Administration, Business Administration, or similar discipline, plus five years of relevant experience and training, including five years of management experience, or an equivalent combination of education and experience. Broad knowledge in fields including but not limited to law enforcement policies and procedures, training and development principles, operations management, risk management and safety protocols, incident command systems and emergency response, and legal standards and ethical considerations. Interpersonal and communication skills, data analysis and reporting, community policing principles, fleet management, and budget management and resource allocation are also essential.

### **Communication Skills**

Demonstrates exceptional communication abilities in one-on-one and group settings, effectively engaging with community members, stakeholders, and colleagues. Proficient in drafting clear and concise reports, official correspondence, and comprehensive policy/procedure manuals.



## WASHINGTON COUNTY

### *Job Description –Lieutenant*

Prepare News Releases, act as the Sheriff's Office spokesperson at times, and conduct News Conferences when needed.

Skilled at delivering persuasive presentations and adept at addressing inquiries from upper management, clients, and the public.

Exhibits strong analytical skills to evaluate complex issues, gather relevant data, and establish a factual basis for sound conclusions, particularly in high-pressure situations. Capable of quickly assessing varied scenarios to identify underlying problems and gather critical information necessary for informed decision-making.

Able to interpret a wide range of technical instructions, including mathematical and diagrammatic data, and apply this knowledge in practical scenarios. Proven track record in managing multifaceted situations that involve both abstract concepts and concrete variables, ensuring the safety and security of individuals across the county.

#### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume. Proficiency in applying concepts like fractions, ratios, and proportions to practical situations.

#### **Critical Thinking Skills**

Demonstrated ability to identify and analyze problems, gather pertinent data, and establish factual conclusions, particularly in high-pressure situations. Proficient in quickly assessing circumstances to pinpoint issues and collect critical information necessary for informed decision-making. Capable of interpreting a wide range of technical instructions, both mathematical and diagrammatic, while navigating complex scenarios with abstract and concrete variables.

#### **Certificates, Licenses, Registrations**

##### **Required:**

- Must possess a valid Arkansas Driver's License.
- Successful completion of the Arkansas Law Enforcement Training Academy (ALETA) or equivalent.
- Completion of a jail standards certification training course or equivalent.
- Annual firearms qualifications.
- Completion of the Law Enforcement Supervisor instructor certification course and the Field Training Officer Certification Course or equivalent.
- Field Training Officer Instructor
- Completion Arkansas law enforcement supervisors' courses or equivalent.



### **Preferred:**

- Crisis Intervention Training
- Advanced Law Enforcement Leadership course, i.e. FBI National Academy, Northwestern School of Police Supervision and Command, or equivalent
- First Aid/CPR Certification
- Tactical Response Training Certification
- Active Shooter Response Training Certification

### **Software Skills**

Proficiency in the department's reporting system (ISOMS, E-CRASH, MOVEAR, AFIS, etc.) is essential for effectively overseeing the creation, review, and approval of reports. Strong skills in Sheriff's Office reporting system and the Microsoft Office Suite are crucial, particularly in Word for documentation, Excel for data analysis and budgeting, and PowerPoint for presentations. Basic database management skills are required for data entry and access, while knowledge of Geographic Information Systems (GIS) supports mapping and spatial analysis relevant to operations. The ability to troubleshoot common software and hardware issues is important for maintaining operational efficiency. A thorough understanding of digital evidence management, cybersecurity best practices, and social media engagement enhances communication and data security in this role.

### **Working Conditions**

The Lieutenant position entails exposure to potentially hazardous situations, including, but not limited to, fires, chemicals, electrical sources, and interactions with individuals who may pose a threat. The following characteristics define the work environment employees may encounter while fulfilling the essential functions of this role. Reasonable accommodations may be made to assist individuals with disabilities in performing these functions.

This role operates within a high-stress environment that is inherent to law enforcement. Employees are expected to respond effectively to emergencies, manage critical incidents, and navigate potentially traumatic situations. Strong decision-making skills under pressure are crucial, as is the ability to interact with the public and personnel in a composed and professional manner.

Lieutenants may visit various locations, including crime scenes, community events, and area law enforcement agencies, etc. The position may involve physical activities, such as pursuing suspects and assisting at crime scenes. Given the nature of law enforcement, employees must be prepared to operate in high-stress environments, including emergencies and critical incidents, which require a robust understanding of law enforcement protocols and the ability to assess and respond to evolving situations.



Physical fitness and agility are essential, as the role may involve conducting searches and providing assistance in various situations. While performing their duties, employees may frequently encounter high or precarious locations, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, radiation exposure, and vibrations. The Lieutenant role encompasses responsibilities across diverse working conditions that demand a high level of alertness, adaptability, and resilience.

- **Physical Environment:** Employees operate in diverse settings, including vehicles, training facilities, confined spaces, and public spaces. They may encounter hazardous environments such as high-crime areas, mass crowds, traffic incidents, and emergency situations necessitating immediate intervention.
- **Mental and Emotional Demands:** The nature of law enforcement work can be mentally and emotionally challenging. Officers often confront high-stress situations, including interactions with aggressive individuals, managing volatile scenarios, and responding to traumatic incidents. Continuous exposure to these circumstances may lead to psychological stress, underscoring the need for strong coping mechanisms and support systems.
- **Safety Risks:** Officers in this position may encounter various physical dangers, including:
  - **Violence:** Engagements with suspects or individuals in crisis may result in physical confrontations, requiring self-defense and conflict resolution skills.
  - **Traffic Hazards:** Officers frequently operate in traffic-heavy environments, facing risks from moving vehicles, especially during traffic stops, pursuits, or emergency responses.
  - **Environmental Factors:** Officers may experience adverse weather conditions, necessitating adaptive strategies to maintain effectiveness despite environmental challenges.
- **Training Responsibilities:** The Lieutenant is responsible for ensuring that all personnel are adequately prepared to manage inherent dangers through ongoing training programs. This includes instruction on tactical responses, de-escalation techniques, and safety protocols, emphasizing the importance of preparedness in mitigating risks.
- **Collaboration and Support:** Officers will collaborate closely with fellow law enforcement personnel, support staff, and community members. Strong teamwork and communication skills are essential for addressing the inherent dangers associated with the role and for leading teams effectively.

## Physical Demands

The physical activities required for this position are representative of those necessary for employees to effectively perform the essential functions of their job. Reasonable accommodations may be provided to enable individuals with disabilities to fulfill these functions and expectations. The role involves semi-repetitive, low physical activity that necessitates periods of concentration based on task requirements.



WASHINGTON COUNTY  
*Job Description –Lieutenant*

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In the course of performing job functions, employees will frequently be required to stand, walk, sit, and utilize their hands for tasks such as fingering, handling, or feeling. Additionally, reaching with hands and arms, as well as engaging in verbal communication or auditory tasks, will be necessary. Occasionally, employees may need to climb or maintain balance, stoop, kneel, crouch, or crawl. There may be instances where lifting and/or moving items exceeding 100 pounds is required. Specific visual abilities essential for this role include close vision, distance vision, color vision, peripheral vision, depth perception, and the capacity to adjust focus.

**Commitment to Diversity and Inclusion**

Our organization is committed to fostering a diverse and inclusive work environment. We encourage applications from candidates of all backgrounds and experiences.

**Disclaimer**

This job description is intended to outline the general duties and qualifications for the position. It should not be construed as an exhaustive list of responsibilities or requirements. The County Sheriff's Office reserves the right to assign or reassign duties and responsibilities at any time.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_