



## CLASS SPECIFICATION

**Class Title:** Lieutenant  
**Department:** Sheriff  
**FLSA:** Exempt

**Class Code:** 7765  
**Eff. Date:** 1/1/1985  
**Grade:** 28  
**Revised:** 04/11/2022

### GENERAL PURPOSE

Under general supervision of a Captain, performs professional and administrative law enforcement work in supervising and managing the activities and personnel of an assigned division of the Davis County Sheriff's Office (DCSO).

### EXAMPLE OF DUTIES

Incumbents in this class may be performing duties in more than one area as identified below:

Justice Services Lieutenant: Maintains responsibility over crime lab, detective work load, and prisoner transportation. Reviews cases from Patrol Division. Provides assistance and advice on investigative cases. Maintains an active caseload.

Patrol Lieutenant: Performs all duties of a patrol deputy to ensure public safety throughout Davis County with emphasis on unincorporated areas and contracting incorporated cities. Supervises subordinate personnel in law enforcement. Ensures proper maintenance of records prepared by subordinate staff. Develops and implements law enforcement programs as required to meet public needs.

Justice Services Civil/Court Lieutenant: Assists in preparing annual budget including projection of revenue from civil process, warrants service, and court contracts. Assists Sergeants with their assignments including support for transports, extra security, warrants, court services, and civil process.

Corrections Lieutenant: Oversees response to emergency situations (e.g., altercations, illness, injury) throughout the jail facility and prepares required documentation and reports; may provide medical assistance or refer inmates to medical staff as necessary; restrains inmates as necessary; maintains control of hostile, combative, and intoxicated inmates; responds to inmates' requests and complaints. Reviews inmates' request forms, programs, commissary services, inmate property, and inmate clothing; inspects and monitors cleanliness and maintenance of the jail to ensure constitutional rights of inmates are met; evaluates inmate grievances and discipline as required.

#### All Lieutenant Positions:

Supervises Sergeants, Corporals, and Deputies. Assigns and monitors the work of subordinates. Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office Policies and Procedures. Identifies, documents, and addresses performance and conduct issues in a timely manner; initiates disciplinary action as necessary and as directed. Identifies, evaluates, and resolves personnel concerns.

Receives, reviews and edits reports written by subordinates, and ensures reports are accurate, complete, and submitted in a timely manner.

Compiles, maintains, and reviews work records, time cards, payroll information, budget documents, work specifications, work schedules, and relevant documentation within the division to ensure compliance with statutory provisions and policy and procedure requirements.



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Makes recommendations for updating DCSO Policy and Procedures and submits new policies and procedures for review and approval.

Communicate, interpret, and enforce DCSO policies and procedures with consistency and impartiality.

Schedules or ensures scheduling of Sergeants and Deputies to ensure adequate coverage, including after hours on-call as necessary. Approves time and attendance reports; approves leave requests.

Ensures all personnel are properly trained for their respective assignments, functions, and in all relevant laws, rules, policies, and procedures; ensures subordinates meet annual training requirements.

Acts as an information resource to citizen groups and the general public by answering questions, responding to concerns and complaints, and taking action when appropriate; reports findings to the Captain or other administrative authority.

Assists in preparing annual budget for approval.

Performs all duties of subordinates as necessary to ensure division is fully functional. Duties include, but are not limited to, the following: effecting arrests, issuing citations, writing reports, testifying in court, qualifying with firearms and less-lethal weapons, and safely and effectively operating an emergency vehicle according to departmental and EVO policy.

Responds to emergencies and other incidents before and after regular work hours, including weekends and holidays.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Two (2) years of experience as a Sergeant in law enforcement or a correctional facility.

*Preference for* a bachelor's degree in criminal justice or a related field.

#### 2. Other Qualifications:

Must be certified as a full-time Law Enforcement Officer or Basic Correctional Officer (required certification contingent upon division assignment) through the Utah Peace Officer Standards and Training Academy (POST); must maintain certification and complete required annual training.

Must pass the Davis County Sheriff's Office (DCSO) background investigation.

Must pass the physical fitness test annually.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

### 3. **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** the principles and techniques of effective training and motivation, supervision and personnel practices; current local, state, and federal laws, ordinances, and regulations pertaining to the operation of motor vehicles on Utah public highways; traffic direction and control; recognition, collection, preparation, preservation, and laws of evidence; investigative procedures and techniques; criminal law and techniques of court procedure; recording and reporting of activities; mechanics and techniques of arrest; accident investigation and reporting; County and departmental policies and procedures.

**Skill in:** reading, writing, and basic math; proper use of firearms and other equipment related to investigation, highway and public safety, corrections, and other official duties; operating an emergency vehicle in a safe manner and in compliance with all applicable practices, policies, procedures, and laws/regulations; operating all applicable computer hardware and software applications/programs.

This position requires the driving of a motor vehicle; ability to insure motor vehicle is operating in a safe manner.

**Ability to:** plan and manage the workload and activities of a division; effectively supervise and motivate, and assign the work of others; evaluate the work of subordinate personnel; identify and address performance/behavior problems in a timely manner; exercise sensitivity and objectivity during employee investigations and disciplinary actions; convey and enforce DCSO rules and regulations; respond to emergencies and other incidents before and after regular work hours; prepare and present written and oral reports; making public presentations; compose written correspondence; maintain files, records, and reports; read and understand court and other criminal detail documents, arrest reports, and criminal histories; accurately assess and take effective and appropriate action in emergencies; maintain composure during emergency situations; make arrests; remain alert and react to unexpected situations and emergencies; handle high levels of personal stress and maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries, and experiencing risk of personal harm; collect and rapidly assimilate facts; examine witnesses effectively; restrain unruly individuals; work for sustained periods of time maintaining concentrated attention to detail; communicate using various types of radio equipment; maintain confidentiality; perform basic math computations; establish and maintain effective working relationships with supervisors, other employees, other agencies, community professionals, intra and interdepartmental personnel, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**