

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: LIEUTENANT

GENERAL DESCRIPTION

The essential function of the position within the organization is to supervise and coordinate activities of staff in the various division of the Department of Law Enforcement. The position is responsible for supervising and directing activities of staff in the Administrative/Crime Prevention Division, Criminal Investigations Division, the Civil, Court Security and Criminal Warrant Division, and operations of the jail. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Administrative/Crime Prevention Division

Supervises and evaluates staff.

Schedules and maintains all deputies training and records.

Researches, writes, administers, and monitors all grants for office.

Monitors and maintains accreditation files for office.

Reviews and updates office policy manual.

Criminal Investigations Division

Supervises and directs investigators.

Approves and assigns reports and investigations.

Supervises evidence section.

Develops and designs new methods of investigation.

Communicates and meets with other agency heads, departments, commissions and special interest groups.

Civil, Court Security and Criminal Warrant Division

Supervises and coordinates activities and assignments of deputies.

Assigns bailiffs to various courts

Reviews contents of legal documents and court papers such as summons, garnishments, seizures, criminal arrest warrants and assigns warrants for adherence to state law.

Conducts sheriff's sales.

Oversees collection and distribution of legal fees.

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Jail Operations

Assists captain in supervising and coordinating activities of all correctional officers.

Assumes command of jail facility and its staff in absence of captain.

Directs the release and transfer of prisoners.

Investigates inmate disturbances and documents findings.

Patrol

Supervises and coordinates activities of uniformed patrol deputies.

Supervises and coordinates activities of K-9 deputies.

Supervises and coordinates activities of county ordinance enforcement deputy.

Supervises and coordinates activities of street crimes unit.

Manages the agencies vehicle fleet to include procurement of vehicles and equipment as well as coordinating equipment installs and maintenance.

Manages the agencies uniform procurement.

Prepares and processes procurement contracts for: Vehicle equipment and maintenance, uniform procurement and communication infrastructure maintenance.

Investigates citizen's complaints regarding deputy conduct.

Reviews daily submissions of deputy reports.

Serves as tactical commander during tactical operations.

Serves as incident commander for large scale incidents.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and results.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Supervises the handling of equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

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ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment, or providing routine legal counsel.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with catastrophic impact - has widespread impact on public and private organizations, the general public, and extensive geographic area; survival of organization is threatened or widespread loss of life and/or severe damage is probable.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires Associate's Degree or the equivalent of two years of college.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

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EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires ten years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, violence, traffic, and explosives.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.