



Fort Bend County Job Description

Job Title:	Lieutenant	Job Code:	J13040
Department:	Sheriff's Office	Department Number:	5601
Supervisor:	Captain	FLSA Status:	E
Supervises:	Sergeant Administrative Assistant	Job Grade:	13
SIP/DOT:	SIP	Policy Group:	LE

Job Summary: Responsible for activities of the Division to ensure efficient operation and to provide assistance to Sheriff's Office and other agencies. Ensures compliance with state and federal laws. Participates in planning of programs, policies or objectives for own work group and department.

Essential Duties and Responsibilities:

- May be assigned duties in Patrol Division, Internal Affairs Division, CID, Jail Shift, Support Services, Academy, Bailiffs and Narcotics Task Force.
- Directs staff and manages overall activities of division to ensure trained personnel are available to enforce federal, state and local laws.
- Administers personnel in a manner that provides the highest degree of public safety, protection and awareness.
- Approves training courses and ensures training mandates are current.
- Meets with subordinates to update events, special notices, policies, case law, criminal law, criminal procedures and/or assignments.
- Responds to inquiries from other divisions, agencies and the public.
- Maintains current status reports as required.
- Provides instruction as required to Sergeants, Investigators and other divisions.
- Assists in interviewing and interrogating witnesses and/or suspects.
- Testifies in court proceeding as needed.
- Assists in budget preparation; tracks or monitors budget expenditures; approves budget expenditures for division.

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- Ensures evidence from crime scene is collected, stored and processed in a manner of high professional and legal standards.
- Establishes standards and/or priorities and ensures that established standards are met.
- Assigns duties and plans work of others; assists employees with their work; reviews work of others and conducts performance appraisals.
- Ensure active warrants on fugitives are executed and prisoners incarcerated; ensures out of state fugitives are extradited to county for prosecution.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Knowledge: Bachelor's Degree in Criminal Justice or High School Diploma/GED and Advanced TCOLE Certification.

Experience: 5 years law enforcement experience with 2 years supervisory experience

Skills and Abilities: Strong computer, verbal and written communication, and organizational skills. Strong interpersonal skills and ability to deal effectively with the public, other employees and elected officials. Ability to complete assigned tasks within tight deadlines and ability to prioritize own work.

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Special Requirements:

Advanced TCOLE Certification. Federal FAR Part 108 Law Enforcement Flying Armed Certification. Firearm proficiency Certificate. State TCIC/NCIC Certification. Valid Drivers License. On call 24/7.

Essential Behavioral Expectations:

Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used:

Telephone	Calculator
Computer	Photocopier
Fax Machine	Digital Camera
800 Mz Radio	Audio/Video Equipment
Answering Machine	GPS Training System
Wireless Body MIC System	Crime Scene Equipment
Cellular Telephone	Surveillance Equipment
Physical Restraints	Automobile

Contacts:

Daily contact with co-workers, department employees, and the public in writing, in person and/or on the telephone to provide service and/or information; frequent contact with employees in other departments in person or on the telephone to provide service and/or information and to exchange routine information; occasional contact with regulatory agencies in person or on the telephone to exchange routine information.

Supervision Required:

Works under broadly defined guidelines; uses independent judgment to determine standards to apply or adjust.

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Department: Sheriff's Office Department Number: 5601

Physical Demands:

Daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands or arms, sitting, talking and listening; occasional lifting of objects up to 30 pounds, climbing or balancing, standing and walking; frequent stooping, kneeling, crouching or crawling; close vision and the ability to adjust focus.

Work Environment:

Work is performed primarily in a climate-controlled private office and open to office traffic. Work is performed in a vehicle, away from the office, more than 20% of the time. Job requires exposure to weather conditions. Worker is subject to physical hazards from traffic and subject to physical harm as the result of confrontation and/or use of deadly force and possible exposure to serious hazard and infection from exposure to communicable disease. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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