



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Lieutenant

FLSA: Exempt

DEPARTMENT: Sheriff

REVISED:

Summary: Directs, organizes and reviews the work of sworn Peace Officers and support personnel within assigned division; ensures that Officers are ready and prepared for duty, and ensures the efficient, lawful and consistent application of policies and procedures.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Manages Peace Officers and support staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates Officers; manages, trains and evaluates civilian staff; counsels, coaches and instructs employees as required; assures Officers are ready and prepared for duty; develops staff skills and conducts performance evaluations.
- Delegates assignments, deploys personnel, monitors work, develops staff skills, and evaluates performance; communicates departmental directives to staff directly and through subordinate supervisory personnel; assures effective communications of law enforcement issues, and changes in procedures and protocols.
- Reviews and evaluates operations under division command, and makes recommendations for improvement; prepares technical and statistical reports; responds to complaints regarding law enforcement incidents, services and programs.
- Plans, organizes and coordinates operations; ensures effective communication of critical information.
- Monitors and reviews trends in law enforcement and criminal justice, and recommends operational and policy improvements.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and incidents, and takes command when appropriate; reviews criminal cases, reports and assignments.
- Reviews and monitors budget and grant fund expenditures; reviews and processes budget requests.
- Researches and identifies division equipment needs; identifies training needs, establishes training plans and coordinates the delivery of training; coordinates Reserve program as assigned.
- Enforces local, state and Federal laws, and enforces compliance with post orders and regulations.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.
- Assists and interacts with County departments, support staff, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of Sheriff's Department policies and procedures, rules of evidence, pursuit and search techniques and procedures, use-of-force rules, and criminal and traffic codes.
- Knowledge of county, state and Federal laws, regulations, statutes and ordinances.
- Knowledge of the criminal justice and court systems, procedures and protocols in Wyoming.
- Knowledge of strategy and tactics for management and deployment of law enforcement personnel and equipment.
- Knowledge of modern law enforcement principles, practices, methods, and emergency response techniques and equipment.
- Knowledge of supervisory principles, practices, and methods.
- Knowledge of principles and practices of law enforcement records management.

- Skill in effectively supervising, leading, and delegating tasks and authority.
- Skill in analyzing complex law enforcement and security issues, and developing solutions
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in the care, maintenance and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment.
- Skill in working as a team member with other law enforcement and multi-jurisdictional agencies.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in investigating and resolving personnel issues, citizen inquires and officer complaints.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.

Minimum Qualifications:

High School Diploma or GED equivalent, and five (5) year's experience as a Peace Officer, including three (3) years supervisory experience; or equivalent combination of education, training and experience; must pass a thorough background investigation; must pass Certification requirements by the Wyoming Peace Officer Standards and Training Commission; must have a valid driver's license; must maintain a level of physical fitness to meet Department standards.