

# INGHAM COUNTY JOB DESCRIPTION

## LIEUTENANT

### GENERAL SUMMARY:

A Lieutenant is a member of the Department's Command Staff, commonly considered to be a mid-manager position in the Department's organizational structure. All Lieutenants are to be fully certified Deputy Sheriffs and are expected to be capable of performing in any assignment in the Department. The Lieutenant rank is normally assigned to the following positions; Platoon Commander, Assistant Division Commander, Bureau Commander, Assistant Bureau Commander, or section Commander.

### TYPICAL DUTIES:

The duties of a Lieutenant vary with the particular assignment and are subject to change within that assignment. Possible assignments include:

1. **Corrections** - Responsible for facility security and sanitation as well as training and evaluation of correctional officers on a daily basis. Assist the Correctional Administrator to insure that all facets of the Corrections Division are being met in a legal, humane, impartial and secure manner.
2. **Detectives** - Assists the Detective Captain in supervising and coordinating the daily operations of the Detective Division. Makes command decisions and participates in investigations or provides technical assistance to lower-classified Detectives.
3. **Police** - As a command officer, directly supervises and coordinates all activities of the Road Patrol Division on an assigned shift. In the absence of higher level command assumes supervision of the Sheriff's Office.

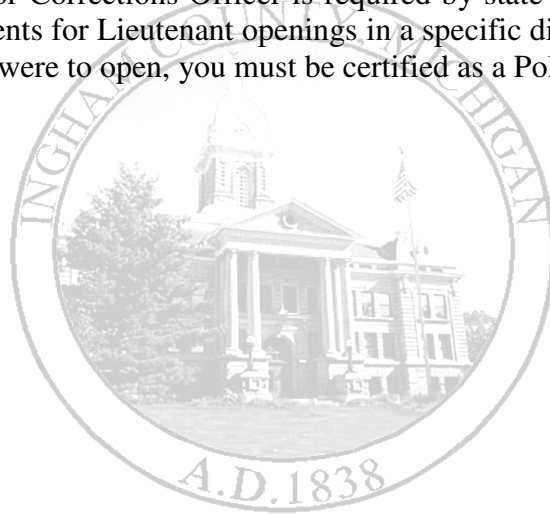
### ESSENTIAL JOB FUNCTIONS:

With or without accommodations, must meet all physical qualifications associated with a Sheriff's Department Officer position as listed: Height must be in proportion to weight as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by, soft contact lenses, gas permeable lenses, and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan driver's license. Must be a minimum of 21 years of age. Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints. Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams, and crawl in confined areas to pursue, search, investigate and/or rescue

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which may also involve standing or sitting for long periods of time. Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations. Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.

**DEGREE/EXPERIENCE:** High school graduate or equivalent. College training in Law Enforcement or Criminal Justice preferred. Must currently hold the department rank of Sergeant and have completed the probationary period to that position. If certification as a Law Enforcement Officer or Corrections Officer is required by state rules you must also meet those certification requirements for Lieutenant openings in a specific division (i.e., if a Lieutenant/Law Enforcement position were to open, you must be certified as a Police Officer to be eligible).



The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

February, 2005

