



## Seminole County Sheriff's Office

### LIEUTENANT (SWORN)

Class Spec Code: 3200

Established Date: 09/19/2013

Last Revised Date: 01/19/2022

Effective: 11/18/2022

#### Salary Range

\$85,009.60 -  
\$123,260.80 Annually

#### Bargaining Unit

N/A

#### EEO

EEO4-Protective  
Service Workers -  
Sworn

#### Occupational Group

N/A

#### FLSA

Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

PHYS

#### Classified Service

#### General Description

Pro-actively performs administrative and management of law enforcement and public safety work in the protection of life and property, serves as a community resource to reduce the fear of crime by identifying and resolving crime and other problems through law enforcement procedures, community interaction and community involvement; executes orders issued through the jurisdiction of the Sheriff; manages and coordinates all basic Sheriff's Office services within an assigned community; works closely with the Division Captain to ensure the fulfillment of the Seminole Neighborhood Policing mission.

#### Typical Duties

***NOTE: (The duties listed below are for illustrative purposes only. The omission of specific work statements does not necessarily exclude them from being performed by the position. It should be noted that all Lieutenant/Deputy***

Yes

***Sheriff positions in the Sheriff's Office are interchangeable and no particular assignment shall be construed as permanent).***

Responsible for carrying out the mandate of Neighborhood Policing in their assigned community. Assumes an effective leadership role and is available on a flexible schedule to ensure appropriate coverage for this 24 hour operation.

Coordinates all community activities for law enforcement, investigations, and other activities in their assigned community.

Employs the principles of Intelligence Led Policing to identify suspects, prevent/reduce criminal activities, and aid in the successful prosecution of offenders.

Responsible for supporting all phases of emergency management, to include serving as Incident Commander when applicable. Coordinates response and recovery operations within the respective community during natural and manmade disasters. Provides recommendations for Continuity of Operations Program (COOP) and contributes to the annual maintenance of the plans.

Actively participates as a community commander in planning the assigned shifts operations with respect to equipment utilization and manpower allocation.

Coordinates and maintains adequate manpower within published guidelines. Schedules vacation, training, and overtime.

Supervises personnel engaged in law enforcement activities. Assumes command at crime scenes as required.

Inspects appearance and equipment of assigned personnel on a routine basis.

Prepares, maintains, and evaluates logs, records, reports, and other information necessary for shift operations.

Provides technical assistance to subordinate in the performance of their duties.

Assigns duties to personnel and reviews their work through personal observation and review of reports.

Prepares and distributes "Crime Alert Bulletins" throughout an assigned community to advise residents of an emerging crime pattern or need to take precautions.

Interacts with, coordinates and attends neighborhood watch and homeowner association meetings within an assigned community.

Identifies and resolves problems in area served; develops strategies, programs, and crime prevention methods that reduce crime and the fear of crime in the community. Facilitates community interest and involvement in a variety of endeavors intended to enhance community life.

Develops and recommends shift operating procedures. Assists superiors in planning, research, and in the development of budgetary requests. Makes recommendations for improved efficiency and performance.

May be assigned special projects as required. Serves as a liaison to various committees as assigned.

Initiates and effectively recommends, performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Conducts supervisory inquiries as assigned.

Performs all duties as subordinate personnel as may be necessary to efficiently and effectively perform the position of Lieutenant.

### **Minimum Qualifications**

- Must meet the applicable civil service requirements for the position of Lieutenant as promulgated by the Civil Service Board
- Must possess and maintain a valid Florida Driver's License

### **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of county geography. Thorough knowledge of the laws relating to apprehension, arrest, search, and seizure processes.

Knowledge of modern practices of criminal investigation and identification.

Knowledge of enforceable and non-enforceable civil process. Knowledge of

effective and efficient law enforcement management and supervisory practices. Knowledge of the Incident Command System, the National Incident Management System and the National Response Plan. Knowledge of Intelligence Led Policing.

Ability to demonstrate ethical and professional behavior, analyze information or situations, synthesize information and/or circumstances, and solve problems. Ability to recall facts and/or information, describe persons, things, and/or events, read and comprehend information. Ability to express ideas both verbally and in written form in a clear and concise manner.

Ability to plan, assign, coordinate, and supervise the activities of a unit. Ability to deal effectively and courteously with the public, co-workers, superior, and subordinate personnel.

### **WORKING CONDITIONS**

The work environment for this position is in an office atmosphere. The incumbent performs most illustrative duties in either a sedentary or standing/walking position.

Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.