

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## LIEUTENANT-LAW ENFORCEMENT

<b>JOB CODE: 20080</b>	<b>PAY GRADE: S03</b>	<b>PAY RANGE: \$90,508 - \$105,374</b>
------------------------	-----------------------	--

### GENERAL DESCRIPTION

Under the direction of a commander, performs responsible supervisory, administrative, and technical law enforcement work of considerable difficulty in directing the functions of a specialized unit and other related activities, usually on an assigned shift. Work is performed in accordance with Sheriff's Office rules and regulations, policy and procedures, and through general staff orders, verbal and/or written from superior officers. Duties require considerable independent judgment and a wide latitude of individual initiative in the interpretation of policies and procedures in making decisions and in instructing and leading subordinate members in routine and emergency situations. Supervision is exercised directly or through subordinate officers. Positions require the member to work on rotating shifts, including nights, weekends and holidays. Work is reviewed through analysis of records and reports, discussions and periodic conferences on unusual or difficult problems.

Members in this position must reside in the following counties: Pinellas, Hillsborough, Pasco, or Manatee.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Pursuit, apprehension, and arrest of law violators or suspected law violators.
- Assigns work to designated squads or directly to subordinates, directing and outlining offenses, cases and procedures, and recommending and instructing as to the best possible courses of action to be taken.
- Prepares reports and makes periodic inspections of members, materials and work methods.
- Ensures subordinate conformance to Sheriff's Office policy, procedures, and rules and regulations, and takes necessary steps to improve the overall operations; evaluates performance of Sergeants; performs administrative details as assigned.
- Assists the division commander in the supervision and management of subordinates and administrative problems; directs or conducts initial investigations regarding civilian complaints of deputies; trains subordinates in policy and rules interpretation.
- May serve as acting commander.
- Assists in the training of personnel.
- Performs other related duties as assigned.

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



- Participates in Sheriff's Office recruitment and community relations activities as directed.

## **QUALIFICATIONS**

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education.
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must be full-time, law enforcement-certified sergeant who has served in this capacity with the Pinellas County Sheriff's Office for two (2) years.
- Must possess a valid Florida Driver's License.

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

- All of the knowledge, skills, and abilities required of a Law Enforcement Sergeant.
- Ability to make independent decisions.
- Knowledge of General Orders and standard operating procedures.
- Ability to effectively lead and direct subordinates in administrative and operational matters
- Ability to observe and assess situations analytically and objectively and to express oneself clearly, concisely and effectively, orally and in comprehensive written reports.
- Ability to receive orders from superiors and to transmit them to subordinates in a firm and tactful manner.
- Ability to lead by example.
- Ability to react quickly and calmly and direct the work of subordinates in an emergency.
- Knowledge of the application of modern law enforcement principles and practices.
- Knowledge of the importance of law enforcement work, the geography of Pinellas County, its unincorporated areas, and the general roadway system of the County.
- Knowledge of applicable laws, ordinances, rules and regulations.
- Knowledge of first aid practices.
- Ability to understand and carry out oral and written instructions.
- Ability to react quickly and calmly in emergency situations.
- Ability to cope with stressful situations and perform calmly under stressful conditions
- Ability to work closely with others as a team.
- Ability to prepare and present clear, accurate, concise and objective written and oral



reports.

- Ability to enforce the law with firmness, tact and impartiality and to deal courteously with the public.
- Ability to recognize and understand the emotional and physical reactions of both victims and perpetrators of crimes.
- Ability to adhere, at all times, to the standards and principles of honesty and integrity, and to keep your private life unsullied as an example to all.
- Ability to comply with the Drug Free Workplace Act.
- Skill in calmly and systematically eliciting critical information from individuals who may be injured and/or highly emotional.

## PHYSICAL ABILITIES

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Requires satisfactory medical standards as stated on FDLE form CJSTC 75A, agency medical physical clearance form, and the following:
  - Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
  - Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Ability to lift 50 lbs. from floor to waist.
- Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens.
- Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators.
- Ability to meet the physical conditioning requirements of periodic in-service training in all high liability areas (firearms, defensive tactics, A.S.P., tactical driving).
- Ability to render physical assistance to victims.
- Ability to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading.
- Ability to drive a motor vehicle in a safe and efficient manner. Essentials for this requirement shall include, but not be limited to the following:
  - Ability to sit in a standard car seat.

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



- Ability to use right foot for operation of gas pedal.
- Ability to use right foot for operation of brake pedal.
- Ability to use column gearshift.
- Ability to obtain and maintain a valid Florida driver's license (minimum Class E)
- Ability to utilize standard vehicle emergency equipment; ability to use mirrors for safe vehicle operation.
- Ability to properly identify colors utilized in descriptions.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

This list of functions, duties, responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.