

Comal County Job Description

Job Title: Lieutenant
Department: Sheriff's Office
Employee Name: Michael Guerra
FLSA Status: Nonexempt
Prepared By: Human Resources
Approved: Commissioners Court

Job Code Number: 493
Pay Group: NLE-H
Employee ID: 4325
Reports To: Captain
Prepared Date: 01/19
Updated: 01/20; 05/20

SUMMARY

This is a mid-management rank, which reports to the Captain and has daily contact with the public. Has delegation of duties for special projects and investigation such as background investigation, and assists Patrol Captain in Internal Affairs Investigations.

SUPERVISION RECEIVED

Works under the general supervision of the Captain.

SUPERVISION EXERCISED

Manages and supervises supervisors who oversee all uniformed patrol officers. Is responsible for the direction, coordination, and evaluation of this unit at the direction of the Captain.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

- Responsible for the planning, direction, coordination and administration of all activities and operation of the uniformed patrol division.
- Attend all meetings and return call.
- Interview and test new applicants for patrol. Interview potential reserve officers.
- Work patrol when shorthanded and perform all functions of a patrol officer (i.e. arrest offenders, take calls).
- Oversee ordering of equipment (i.e. uniforms, flashlights, badges). Issue equipment to all officers. Issue all necessary equipment for reserve officers.
- Assist in the budgeting process.
- Scheduling patrol officers. Approve vacations, comp time and sick leave for patrol.
- Evaluate Sergeants for merit raises.
- Communicate with news media.
- Deal with disciplinary matters of officers.
- Testify in court.
- Investigate internal affairs, complaints of patrol and report findings to Captain, Chief and Sheriff.
- Assign traffic units for special events.
- Contact person for W.O.R.D. contracts.
- Contact person for Corps of Engineers contract.
- Coordinate efforts with the Reserve Deputy Sheriffs.
- Oversee Courthouse Security.
- Attendance is an essential function of the job.

Note: The duties listed above are intended 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 and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION AND / OR EXPERIENCE:

A high school diploma or GED equivalent required; at least 60 college hours with an emphasis in management desirable. The individual should possess a thorough working knowledge of law enforcement and management procedures and practices. A minimum of four (4) years' experience in Law Enforcement operations and two (2) years' experience with Comal County is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Other specialized job requirements include a valid Texas driver's license and a Peace Officer Certification with the Texas Commission on Law Enforcement (TCOLE).

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Must be able to meet TCOLE and department requirements for psychological and medical examinations. Individual must hold First Line Supervisor Certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The Comal County Sheriff's Office participates in a physical readiness-testing program in accordance with the Comal County Sheriff's Office Physical Fitness Policy. Physical assessments are required twice a year to ensure employees possess the physical capability of performing job related tasks while providing services to Comal County and the citizens of Comal County.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, and taste or smell. The employee might occasionally be required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position has been identified with possible risk of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests might be required.

This 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. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Approval: _____

(Supervisor or Department Head)

Approval: _____

(Commissioners Court)

Acknowledgement of employee: _____

(Printed Name)

Signature of employee: _____

Date: _____

1-5-23