



CLASS SPECIFICATION FOR:

**Sheriff Lieutenant and Sheriff Lieutenant/Shift**

**General Statement of Duties:**

This is a sworn mid-level supervisory position; supervises staff and operational activities on an assigned shift or for an assigned specialized unit of the Sheriff's Office; performs a variety of assignment specific management and technical work of comparable responsibility; performs related work as required.

**Distinguishing Features of Class:**

This is a mid-level supervisory position in a detention facility or for an assigned department specific specialized unit which may include: Jail Security, Court Security, Civil Process, Warrant Services, Transportation, Training, or Internal Affairs. Primary duties include directing and supervising the day-to-day operational activities, programs and services of the assigned facility or operational unit(s) and work activities of staff (sworn and/or civilian); reviewing incident reports; and assisting staff with daily work duties when necessary, which may include serving as a working supervisor and performing staff duties. Exercises some discretion in the daily scheduling, oversight and supervision of operational activities and subordinate sworn and civilian personnel who carry out the activities of the assigned facility or operational unit(s). Work is typically performed under the supervision of a Captain; however, the Lieutenant may be assigned to report to a Major, the Chief Deputy, Under Sheriff or Sheriff.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises assigned sworn and civilian employees including performing related human resources activities including leave and timecard approvals, performance appraisals, recruitment efforts, coaching, disciplinary actions, supervising assigned staff's daily work activities, and preparing work and training schedules;
- Collaborates with and provides directions and resources to assigned staff, includes assisting with developing operational and training goals and objectives for each assigned section;
- Collaborates with assigned staff and supervisor to develop, review and amend operating budget proposals for assigned units and presents recommendations as required, includes collaborating to ensure assigned units are managed and operate within approved budget;
- Manages inventories (e.g. vehicles, equipment, munitions, supplies, etc.) for the assigned operational areas/units, includes preparing and submitting related reporting, scheduling maintenance and repairs, ensuring staff is fully trained on use, tracking replacement schedules, purchasing in accordance with County procurement policies, and submitting related budget projections for the annual budget process;
- Inspects and audits assigned work areas, which may include vehicles or other equipment, for compliance with established safe work practices and applicable regulations and standards, prepares related reports, makes recommendations for training and issue resolution;
- May oversee transport of prisoners between court, County detention facilities, facilities in other jurisdictions, and medical appointments;
- May oversee the accounting of funds from auctions, seizures, or sales;
- May oversee deputies in the processing of warrants, fingerprinting, and intake of prisoners;
- May review inmate files and release individuals eligible for release on bond or time served, and arrange custody transfers to other jurisdictions;
- May investigate major incidents and send alerts to command staff;
- Handles special projects as assigned;
- Develops and maintains considerable knowledge of Department of Criminal Justice Services (DCJS), Department of Corrections (DOC), American Correctional Association (ACA) and Prison Rape Elimination Act (PREA) regulations and standards;
- Obtains and maintains all required certifications and license;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Considerable working knowledge of the principles, practices and techniques of the care and custody of prisoners, management of modern correctional institutions, and personnel management; considerable working knowledge of mandated regulations and standards from the DCJS, DOC, ACA and PREA; considerable knowledge of the Sheriff's administrative and facility operations; considerable knowledge of available local, state and federal resources and regulatory agencies; considerable working knowledge of occupational hazards, safety precautions, safety regulations and other work related precautions related to facility and inmate management as well as County safety and risk management policies and practices; considerable knowledge of courtroom procedures and judicial processes; considerable knowledge of institutional best practices and mandated practices for the care and custody of prisoners; demonstrated ability to work effectively as a team member and leader; demonstrated excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; demonstrated ability to deal firmly and



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courteously with the public and prisoners; demonstrated ability to establish and maintain collaborative working relationships with other Public Safety agencies, all levels of County employees and the public, local, state and federal resources and regulatory agencies and other resources relevant to the department's operations; demonstrated ability to cooperate with and to accurately interpret and apply regulations and anti-recidivism philosophies, practices and programs to County authorities, judicial authorities, regulatory agencies, inmates and the general public; demonstrated ability to collaborate effectively to achieve department and County goals; demonstrated excellent political savvy; demonstrated ability to multitask and effectively manage competing priorities; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to quickly and accurately analyzing situations, making rapid hazard assessments, problem solving and making sound decisions under pressure and in emergency and/or high risk situations; demonstrated sound management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; demonstrated ability to accurately assess training needs and to effectively train a large number of employees; considerable understanding of and demonstrated ability to assist with marketing strategies for department-specific practices, policies and programs; physical condition that permits the activities necessary in and inherent to the management of the department's operations, including the use of firearms and the performance of corrections/security duties as needed; demonstrated ability to develop and maintain accurate detailed records and to prepare required reports; sound accounting or other financial skills with demonstrated ability to develop accurate budgets, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; sound working knowledge of personal computers and/or automated systems and the ability to enter, retrieve and analyze data using common business software as well as assignment specific software; excellent judgment; excellent customer service skills; tact; and courtesy. May require working evenings, weekends, and some holidays.

**Minimum Education and Experience:**

Education: Completion of high school with the successful completion of relevant college level coursework; possession of a four (4) year degree in in a relevant public administration or justice field preferred;

Experience: Six (6) years of correctional experience, to include two (2) years in a supervisory role;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Completion of the required training for correction officers- Criminal Justice Officers Training and Standard Commission.
- Obtains and maintains all certifications required by the Virginia Department of Criminal Justice Services Commission (VA DCJS).
- Valid driver's license issued by the State of Virginia.
- Must be a citizen of the United States.
- Requires a pre-employment physical examination/or medical test administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.
- Serves at the will of the Sheriff (Elected Constitutional Officer).
- Serves as essential personnel and may be required to work when other County closures are declared by the County Manager.