

**COUNTY OF SOLANO**  
**LIEUTENANT-SHERIFF**

Rev. 09/06  
CSC Exempt

**DEFINITION**

Under general direction, commands a major subdivision/bureau of the Sheriff-Coroner's Department; serves as watch commander in the absence of superior officers; serves as a member of the department's management team.

**CLASS CHARACTERISTICS**

The incumbent is directly responsible to a Captain or as otherwise designated by the Undersheriff or Sheriff, for the overall function of a major subdivision/bureau within the department. This is the second level of supervision in the Sheriff's Department, which has command responsibility for the effective functioning of a major subdivision/bureau. This class is distinguished from that of Sheriff's Sergeant in that Sheriff's Sergeant is the first line supervisory class with limited ability to act independently. This class is distinguished from Sheriff's Captain, in that Sheriff's Captain serves as a commander of a division in the department.

**EXAMPLES OF DUTIES**

Depending on assignment, duties may include, but are not limited to, the following:

1. Plans, assigns, coordinates and supervises activities of law enforcement and clerical personnel in assigned subdivisions/bureaus; consults with the Sheriff and other key personnel in formulating policies and goals; ensures that department goals and responsibilities are met.
2. Reviews and conducts employee performance evaluations; acts as a mediator in more complex personnel issues; assists Sheriff's Department personnel activities including grievances, disciplinary action, transfers, internal investigations, recruitment, final selection, departmental training and labor relations.
3. Serves as department commander on an assigned shift in the absence of higher level administrative staff; ensures coordinated functioning of department.
4. Researches and reviews rules, regulations, legislation and other literature pertaining to general law enforcement and Sheriff-Coroner's responsibilities; determines and reports effect on department.
5. Receives, investigates and resolves complaints from the public regarding Sheriff' department activities, conduct or performance.
6. Research and prepares budget request; monitors subdivision/bureau budgets.
7. Prepares a variety of correspondence and reports; reviews and edits subordinates' reports.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

Considerable active law enforcement experience in a local California law enforcement agency, which demonstrates possession of and competency in requisite knowledge, skills and abilities.

The required education and experience are as follows:

Three years of experience equivalent to a Sergeant Deputy Sheriff in Solano County or a comparable agency.

Possession of a Baccalaureate degree from an accredited college or university may be substituted for one year of the required experience.

### **Knowledge/Skills /Abilities**

Thorough knowledge of departmental general orders, policies and procedures; state and federal laws applicable to patrol procedures, arrests, detention and civil liabilities; the use and care of firearms.

Considerable knowledge of: public personnel management principles, practices and procedures; principles and practices of Sheriff's department administration; public administration including budgeting and program planning/evaluation.

Ability to: plan, organize and administer departmental programs and/or services; understand, interpret and explain laws, regulations and policies governing law enforcement operations; develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; make decisions using independent judgement; effective written and verbal communication skills; demonstrate tact and diplomacy; collect and analyze data; prepare budgets, funding proposals and narrative and statistical reports; maintain accurate records; enforce discipline effectively and reasonably.

## **SPECIAL REQUIREMENTS**

Possession of a valid Class C California driver's license is required.

Possession of a California P.O.S.T. Advanced Certificate is required.

Possession of a California Supervisory P.O.S.T. certificate is required.

Possession of current First Aid/CPR Certificate is required.

Peace officers must meet minimum standards concerning citizenship, age, character, education and physical/mental conditions as set forth in Section 1031 of the California Government Code.

**SUPPLEMENTAL INFORMATION**

Independent travel is required.

Incumbents must be able to work in a noisy and stressful environment and may involve exposure to communicable disease as well as heavy manual labor associated with law enforcement tasks which may include lifting persons weighing more than 100 pounds and the full range of reaching, bending, grasping and climbing movements.

Incumbents must be able to work outdoors in all types of weather conditions.

Incumbents may be required to rotate assignments, work any shift, holidays and weekends.

For positions in this class, candidates not previously completing a background by the Sheriff's Office, may be required to pass background investigation in accordance with applicable law regulation and/or policy.

Incumbents of this class have full peace officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code 832.

Positions in this class are classified as Confidential per the Solano County Employer Employee Relations Rules and Regulations.

Positions in this class are Civil Service exempt.



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**Donald W. Turko**  
**Director of Human Resources**

**EST:** June 2002  
**REV:** September 2006  
**CSC EXEMPT**