



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Deputy IV (Lieutenant)	<b>Job Code:</b>	900090	<b>Job Grade:</b>	69
<b>Reports To:</b>	Shift Commander	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Sheriff	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9221
				<b>WC Code:</b>	7720
<b>Division:</b>	Various	<b>CS Code:</b>	B-S	<b>EEO Code:</b>	D04

**Summary of Functions:** Manages a section outside of detention or manages a shift within a detention facility.

**Management Scope:** Supervises shift staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
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1. Manages staff in the following areas of responsibility:
  - a. Arrests E
    - Researches and identifies the location of individuals wanted on felony warrants,
    - Executes criminal and search warrants, and makes arrests,
    - Collects and preserves evidence,
    - Transports individuals to jail, and
    - Books voluntary and involuntary individuals into jail.
  - b. Warrants E
    - Ensures computer input and physical control of all Class A and B misdemeanor and felony warrants,
    - Researches charges on inmates,
    - Monitors arraignments,
    - Serves outstanding warrants on individuals and prepares related documents, and
    - Accepts cash and cash equivalents to allow individuals to bond out of jail or pay court assessed fines/court costs.
  - c. Patrol E
    - Patrols assigned areas of the County,
    - Enforces traffic laws and commercial vehicle weight/size regulations,
    - Inspects trouble-prone areas, checking security of local businesses and residences,
    - Answers complaint calls,
    - Investigates crimes and disturbances,
    - Interviews witnesses, gathers evidence and interrogates suspects,
    - Makes arrests, and
    - Prepares offense and incident reports.

- d. Investigative Research & Physical Evidence E
- Conducts specialized criminal investigations and interdepartmental investigations, if required,
  - Participates in developing, interpreting and evaluating intelligence information,
  - Participates in coordinating investigative actions with Federal, State and other local agencies,
  - Ensures physical evidence is properly received, safeguarded and the chain of custody is maintained.
- e. Security E
- Ensures security for the public and inmates, in the courtrooms, in public and secured portions of the jails and in the Sheriff's administrative facilities,
  - Controls prisoner behavior in holdover and housing unit cells, including inmate physical head counts,
  - Conducts unannounced detailed physical searches of inmates, cells and other jail facilities to locate and seize contraband, and
  - Maintains fire, riot and other equipment required to rapidly respond to all types of emergencies.
- f. Transportation
- Transports inmates to and from various locations, and
  - Manages a local, statewide, regional and national pick-up and return system for individuals arrested by other law enforcement agencies.
- g. Human Resources E
- Manages the section's human resources related function, which include: payroll and benefits processing, recruiting efforts, employment processing, polygraph administration, background investigation, personnel record keeping, new employee orientation, promotional processing and related activities.
  - Manages and participates in Academy training of Detention Service Officers and Deputy-I employees, as well as supervises training and evaluation of new and transferred employees.
2. Performs other duties as required by the Sheriff. N
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**Minimum Qualifications:**

Education, Experience and Training:

Must have successfully maintained all State and Sheriff’s Department commissioning requirements, have at least 60 hours of college from an accredited college or university with a grade “C” or better, and served at least two (2) years as a Deputy III,

OR two (2) years of continuous military service with honorable discharge and 30 hours of college from an accredited college or university with a grade “C” or better, and served at least two (2) years as a Deputy III,

OR served six (6) continuous years as a Deputy III.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Must be able to obtain and maintain all State and Sheriff’s Department Commissioning requirements.

Physical/Environmental Requirements:

Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of stairs, both inside and outside. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.

Hay Points/Point Factor:

N/A

Reviewed by Human Resources/Civil Service on

Date 01/04

Approved by Sheriff’s Department Civil Service Commission

Date 01/15/04; 11/20/06

Adopted by Commissioners Court

Date March 23, 2004,  
September 20, 2004

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.