HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Law Enforcement Lieutenant

Job Code: V2724
Pay Grade: SS
Pay Scale: $51.48-$62.14 Hourly; $112,432.32-$135,713.76 Annually
Exempt: No

OVERVIEW

Perform supervisory and administrative duties as a law enforcement officer in a major division of the Sheriff's Office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Supervise the work of assigned officers by scheduling, assigning, and reviewing work and provide training, counseling, and evaluate performance.
- Assign officers to patrol areas to detect and monitor possible criminal activity, interrogate suspicious persons, and maintain law and order.
- Review investigative reports for completeness and suggest courses of action.
- Investigate cases presenting unusual or difficult problems and oversee major criminal investigations.
- Assist in formulating policies and procedures to ensure maximum utilization of personnel.
- Advise assigned officers of changes in departmental policies, regulations, new techniques in law enforcement, and the implications of these changes.
- Maintain close liaison with all other departments and agencies associated with law enforcement.
- Prepare and submit daily shift activity reports in accordance with standard operating procedures (SOP) and directives.
- Receive and record warrants and court orders.
- Collect and preserve evidence in accordance with directives to maintain chain of custody.
- Testify in court to provide an accurate account of investigation findings.
- Control activities at traffic accident scenes by assisting victims or maintaining traffic flow.
- Enforce traffic laws by observing violations and issuing citations.
- Provide information and assistance to the public.
- Operate an agency vehicle in support of assigned duties.
- Maintain patrol car, weapons, and other law enforcement equipment to ensure operational readiness.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of local, state, and federal laws pertinent to law enforcement.
- Extensive knowledge of law enforcement guidelines and criminal investigation methods and techniques.
- Extensive knowledge of supervisory, interpersonal, and public relations techniques.
- Extensive knowledge of traffic accident control measures and investigation methods and techniques.
- Extensive knowledge of court procedures.

- Ability to communicate effectively, both orally and in writing.
- Ability to safely operate a motor vehicle.
- Ability to act quickly and correctly in emergencies.
- Ability to pay close attention to detail.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to handle confidential information.
- Ability to use a computer and related software.
- Ability to meet specific physical requirements as may be established by competent authority.

SKILLS

- Disciplinary Procedures
- Employee Performance Management
- Firearms
- Law Enforcement
- Radio Operations
- Verbal Communications
- Written Communication

WORKING CONDITIONS

- Work within a law enforcement agency, in and around a detention, correctional, or court operations environment, with occasional contact with inmates.
- Work outdoors in a subtropical climate in potential adverse weather conditions.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Exposure to explicit or disturbing behavior.
- Work can be physically demanding, stressful, and dangerous.
- Remain in a stationary position for extended periods of time at a scene, event, or workstation.
- May engage in extremely heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials over 100 pounds).
- Annual physical testing includes running, climbing, lifting, pushing, pulling, and navigating obstacles, along with repetitive hand movements, balance, agility, and sustained physical exertion in varied environments.
- Drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited institution of higher education.
- Possession of a valid certification by the State of Florida as a law enforcement officer.
- Six continuous months of experience as a Law Enforcement Sergeant with the Hillsborough County Sheriff's Office (HCSO).

Additionally, the following are required:

- No punitive disciplinary action consisting of a 5-day suspension or greater and/or involuntary demotion within the last two years.
- Ineligible if currently serving a suspension or probation with the Criminal Justice Standards and Training Commission (CJSTC).

- An overall rating of three “fully acceptable” or better on the annual evaluation in the Employee Performance Management System (EPMS) for the three years prior to submission.
- A rating of three “fully acceptable” or better in each dimensional category on the annual evaluation in EPMS within the one year prior to submission.

REQUIRED PRE-EMPLOYMENT TESTING

- A valid passing test score on the HCSO Lieutenant Promotion Examination on or after calendar year 2023.

REQUIRED ANNUAL TESTING

- Successful completion of the Hillsborough County Sheriff’s Office Physical Abilities Assessment (PAA).

Note on the PAA

The course consists of the following and must be completed in 5:48 minutes or less:

- 130-foot run followed by scaling a 4-foot-high stationary solid wall.
- 100-foot run to a cone, followed by a 40-foot run to stairs and completion of a 70-step stair climb (one step equals: first foot up, second foot up, first foot down, second foot down).
- 100-foot run followed by climbing through a 3-foot-high window.
- 50-foot run navigating through cones in a serpentine pattern, keeping cones on the indicated side.
- 20-foot movement (push, pull, drag, or walk) of a 180-pound sled back and forth five times, totaling 100 feet.
- 20-foot drag of a 160-pound dummy.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (Certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.