Lake County Sheriff’s Office:

Professional Standards Division**- Lieutenant**

Opening Date 01/15/2025

Closing Date: 02/17/2025

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**Job Description**

The Lake County Sheriff's Office is looking for a detail-oriented, highly organized individual to serve as Lieutenant to lead the Support Services Division-Office of Professional Standards. The division is essential to the Lake County Sheriff's Office and oversees the department's ongoing accreditation, compliance, and support services. The Division Lieutenant participates in identifying policy and procedural deficiencies, develops action plans, and instructs officers and supervisors on the methods to follow.

The 2024 starting wage for the full-time position is $32.50 per hour, $67,600 annual.

**Requirements**

Maintaining State Accreditation through the Michigan Law Enforcement Association of Chiefs of Police (MLEAC). Create and maintain Sheriff’s Annual Report. Coordinate all in-service training and assign training curriculums within the Lake County Sheriff’s Office. Maintain an internal database of all up-to-date employee training records. Reviews complaints and commendations from citizens while referring investigations of employee misconduct to the Detective Bureau (Internal Affairs). Ensure reports are readily available and are properly distributed to all appropriate department personnel, the court system, and other law enforcement agencies (where permitted by policy, copies of incident reports, accident reports). Conduct fingerprinting and firearm background checks. Complete SOR compliance. Complete departmental FOIA request. LESO Coordinator (Michigan 1033 Military Surplus Program). Completion of monthly, quarterly, and annual reporting/ inventory (Secondary Road Patrol, COPS, 1033). Draft departmental policies and procedures; prepare and present staff reports and other necessary correspondence. Review and swear to warrants for all department criminal cases. Assists with writing and administering federal grants essential for law enforcement operations, ensuring appropriate spending and reporting procedures are followed. Draft grant proposals and supporting documents based on the funding requirements of the organization.

**Education**

Candidates must be currently licensed through MCOLES. High school graduate with an associate’s degree in criminology, criminal justice, police science, business administration, public administration, or a related field. Bachelors preferred.

**Experience:**

Five- Seven years of increasingly responsible law enforcement experience in all major phases of police work. ***Preferably three years at the rank of Sergeant.***

**Additional Information**

Visit the provided link for a full job description, compensation, benefits, and application:

***https://lakecountymi.gov/employment-opportunities/***