

Sevier County

Job Description



Title: Chief Deputy Sheriff	Department: County Sheriff
Grade: 26	FLSA Status: Exempt
Job Code: 135	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

As an appointed position, performs a wide range of **managerial, administrative, supervisory and professional law enforcement duties** related to planning, directing and coordinating department activities and law enforcement functions to meet the goals and mission of the Sheriff's Office. Assumes responsibility of departmental operations in the absence of the County Sheriff.

SUPERVISION RECEIVED

Works under broad policy and guidance of the County Sheriff.

SUPERVISION EXERCISED

Provides general supervision of Sheriff's Office personnel through Captain(s), Lieutenant(s) and Sergeant(s).

ESSENTIAL FUNCTIONS

- Acts as an executive administrator under the direction of the County Sheriff;
- Participates in setting and carrying out the vision, mission and objectives for the county's law enforcement, corrections and ancillary operations;
- Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff;
- Provides leadership and participates in programs that promote workplace diversity and a positive employee relations environment;
- Promotes process and service improvement;
- Directs and coordinates the day-to-day operational activities of the department through subordinate supervisors and officers;
- Conducts planning and scheduling of meetings with shift supervisors and conducts monthly staff meetings;
- Monitors overall operations and law enforcement activities to assure compliance with established goals, standards and legal requirements;
- Assists to establish and enforce department policies and procedures;
- Plans, directs and evaluates the performance of staff and communicates performance requirements and development targets;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Participates in various personnel actions such as recruitment, selection, promotion, transfer and discipline;
- Assists Sheriff in department budget preparation, forecasting project costs, determining project priorities and needs;
- Writes and administers grants, i.e., Homeland Security, etc. and ensures accuracy and timeliness of grants recordkeeping;
- Provides and maintains continual liaison with outside agencies and members of the public to address mutual needs and problems and maintains a cooperative relationship;
- Monitors arrest and booking procedures and may assist in jail as needed;
- Reviews offense reports and booking records and implements changes and improvements where necessary;
- Monitors court security plans, programs and bailiff activities for effectiveness and efficiency;
- Coordinates training programs, schools and workshops;
- Monitors POST training accumulated by deputies to assure maintenance of certification(s);
- Directs POST standards physical fitness program;
- Directs specialized programs, i.e., Citizen Academy;
- Serves as Tactical Incident Commander, i.e., SWAT operations;
- Directs and coordinates search and rescue efforts;
- Organizes full time and volunteer personnel, utilizes interagency personnel, forest service, civil air patrol, and other organizations as needed;
- Monitors departmental computer system operations and monitors record keeping and data processing system;
- Assures proper retention and purging of records as needed to maintain accurate and current support service information system;
- Coordinates information exchanges with other federal, state and local law enforcement agencies;
- Assists in developing and organizing information and records on cases subject to litigation and gives testimony in court as needed;
- Cooperates with county legal office in determining quality of arrests, evidence, processes and procedures;
- May respond to more serious crime scenes and supervise or coordinate unusual circumstances;
- May back up or respond to complaints, make arrests, and perform all other law enforcement duties statutorily imposed on the Sheriff's Office by use of observational and investigative skills.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Graduation from high school or equivalent and POST Peace Officer Certification, plus two (2) years of specialized training provided through college, POST or professional sponsored programs, and eight (8) years of progressively responsible law enforcement performing above related duties which includes experience in a supervisory capacity, with a preference of five (5) years being performed with Sevier County.

* An equivalent combination of education and experience may be considered.

2. Required Knowledge, Skills, and Abilities:**Extensive knowledge of**

- Federal, state, and county statutes and ordinances;
- Proper law enforcement procedures and practices;
- Principles, methods and techniques of effective supervision and teamwork;
- Budgetary practices and purchasing methods and procedures.

Considerable knowledge of

- Multiple areas of law enforcement activities including jail administration, communications, administration, patrol, investigations, courtroom procedures, and civil processes;
- County geography, road systems, and boundaries;
- Standard first-aid administration;
- Interpersonal communication skills;
- English, grammar and technical writing skills.

Considerable skill in

- The art of diplomacy and cooperative problem solving;
- Leadership and organizational behavior management;
- The operation of motor vehicles at high speed and in dangerous situations;
- The use of firearms, and related equipment;
- Telephones, calculator, computer, copiers, typewriter, and similar other business/office equipment;
- Photographic equipment other equipment associated with a law enforcement activities.

Ability to

- Apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations;
- Remain calm in stressful situations and to apply logical thinking in determining proper course of action in a minimum amount of time;
- Learn and interpret the code related to law enforcement and the elements of crime;
- Demonstrate knowledge of how to react in emergency situations;
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies;
- Communicate effectively, verbally and in writing;
- Develop effective working relationships with the public and fellow employees.

3. Special Qualifications:

- Must possess a valid Utah State Driver's License.
- Must be P.O.S.T. certified as a Law Enforcement Officer and/or Corrections Officer certified.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Must complete POST supervisory training.
- May be required to obtain various POST training/instructor certifications.
- Must possess a CPR and First Aid Certification.
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

4. Work Environment:

- Functions of the position generally performed in a controlled environment; frequent travel, irregular hours due to emergency situations.
- Many functions of the work pose high degree of hazard uncertainty.
- Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving.
- Continuous use of motor skills.
- Periodic exposure to medical/health conditions of known and unknown origin and the presence of blood borne or airborne pathogens.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)