



# Grand County

## Job Description

<b>Title:</b>	Chief Deputy	<b>Job Code:</b>	2600
<b>Division:</b>	Administration	<b>Effective Date:</b>	9/2017
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	

### GENERAL PURPOSE

Serving at the will of the County Sheriff, 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 guidance and director of the County Sheriff.

### SUPERVISION EXERCISED

Provides general supervision to all department-personnel directly or through subordinate supervisors, i.e., Lieutenant(s) and Sergeant(s) and other support staff.

### ESSENTIAL FUNCTIONS

**Management and Administration:** 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 through selection, training, and day-to-day management practices that support the mission, objective and service expectations; provides leadership and participates in programs that promote workplace diversity and a positive employee relations environment; promotes process and service improvement.

Assists Sheriff in department budget preparation, forecasting project costs, determining project priorities and needs; writes and administers grants, i.e., Homeland Security, ICAC, etc.; ensures accuracy and timeliness of grants recordkeeping.

Establishes and enforces department policies and procedures; develops and recommends additions or changes in policy and procedures affecting all aspects of department operations and staff administration; implements policy as approved by the county sheriff.

Maintains departmental computer system operations; 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; cooperates with county legal office in determining quality of arrests, evidence, processes and procedures; gives testimony in court as needed.

**Law Enforcement:** Provides assistance to Patrol Division Supervisor(s) in patrol duties; supervises and participates in criminal investigations, accident investigations, questing of witnesses and prisoners, and records keeping activities of the office; oversees evidence custodian to ensure proper management of seized, lost and found property; coordinates extradition of fugitives.

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.

Conducts monthly staff meetings with all subordinate staff; delegates through subordinate supervisors; monitors overall operations and law enforcement activities to assure compliance with established goals, standards and legal requirements.

**Staffing & Personnel Management:** Initiates personnel actions such as recruitments, selection, promotions, transfers, and discipline in order to maintain an effective and efficient work force; participates in selections and conducts annual appraisals of employees' performance and future objectives; ensures accuracy and privacy of personnel records.

Coordinates training programs, schools and workshops; monitors POST training accumulated by deputies to assure maintenance of certification(s); directs POST standards physical fitness program.

**Public/Departmental Relations:** Serves as department primary public relations contact; acts as liaison with government organizations, community groups and other organizations which have interest in Department's operations; performs general public relations, delivers public addresses; directs specialized programs, i.e., Citizen Academy.

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**MINIMUM QUALIFICATIONS:**

1. Education and Experience:

A. Graduation from high school plus POST Peace Officer Certification; plus, two (2) years of specialized training provided through college, POST or professional sponsored programs, i.e., FBI National Academy;

AND

B. Ten (10) years of progressively responsible law enforcement experience; Five (5) years of which must have been in a supervisory or leadership capacity;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Extensive knowledge of** federal, state, and county statutes and ordinances; proper law enforcement principles, procedures and practices; principles, methods and techniques of effective supervision and teamwork; budgetary practices and purchasing methods and procedures. **Considerable knowledge of** diverse areas of law enforcement activities, 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; the use of automobile; telephones, calculator, computer, copiers, typewriter, and similar other business/office equipment; photographic equipment other equipment associated with 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 class Driver's License. Must be P.O.S.T. certified as a peace officer. Must possess a CPR and First Aid Certification. Must complete annual training to maintain POST certification.

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.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. 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)