

**SHERIFF'S UNDERSHERIFF**

**DEFINITION**

To assist in planning, organizing, coordinating, administering, and commanding the activities and operations of the County Sheriff's Department and to represent the department at County government, civic, and law enforcement related activities; to direct, supervise, and formally evaluate the work of assigned personnel; to act as the assistant department head requiring direction and management of professional, administrative, and supervisory staff working in law enforcement, crime prevention, jail, investigation, dispatch, animal control, and boating safety.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Sheriff/Coroner.

Exercises supervision over assigned staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Assists in the overall administration, direction, supervision and coordination of field and office functions of the Sheriff's Department to include law enforcement, crime prevention, jail, communications, record keeping, and budget activities.

Assists in the development and implementation of departmental policies and procedures including new operating procedures and determining future needs.

Plans, directs, supervises, and formally evaluates the work of assigned staff.

Supervises division management staff to assure coordination between divisions and smooth and effective operations.

Represents the Sheriff/Coroner and the department to the Board of Supervisors, other County departments, at official and civic meetings, etc.

Reviews and evaluates existing departmental procedures for effectiveness and implements new or modified procedures to increase safety and efficiency.

Reviews, investigates, and evaluates lawsuits and claims and provides recommendations regarding their processing and disposition.

Assists in the development, implementation, and administration of the departmental budget and purchasing operations.

Acts as liaison between other law enforcement agencies, community groups, and the Sheriff's Department.

Reviews proposed or newly enacted legislation affecting law enforcement; corresponds with legislators; and, discusses issues with the Sheriff and other departmental personnel.

Inspects, monitors, and evaluates the conditions of departmental facilities to include jail operations and departmental equipment needs.

Meets with departmental staff to discuss daily activities, policies, and problems.

Reviews and stays abreast of current major crimes and cases and other matters pertaining to departmental activities.

Prepares correspondence, memos, and reports regarding internal and external matters as the Sheriff's representative.

Monitors performance of departmental personnel to assure proper and effective attainment of departmental goals.

Recommends the hiring, discipline, and discharge of departmental personnel; coordinates the departmental disciplinary process.

Researches training needs of the department; prepares training materials, oversees training activities, and maintains training records.

Directs and/or assists in the investigation and examination of various cases such as major criminal and/or internal investigations.

Reviews reports and logs of patrol and investigative activities.

Acts as Sheriff in the absence of the incumbent.

Plans, directs, and coordinates capital projects related to departmental operations,

Acts as the department's Disaster Coordinator,

Establishes and directs the maintenance of departmental records and is the Custodian of Records for the department.

Requisitions and directs the storage, issuance, and inventory of departmental equipment and supplies.

Provides and supervises the public information services of the department.

Handles personnel matters and activities for the department.

Writes and administers grants for the department.

Oversees and directs the activities of Animal Control.

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Oversees and directs the activities of the Sheriff's Dispatch Facility.

Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Police methods and procedures, including patrol, crime prevention, criminal and coroner investigations, identification techniques, criminal law, civil process, etc.

Principles of public administration including organization, supervising, budgeting, and human resources administration.

Selection, training, and disciplinary procedures.

Criminal law including the law of arrest, rules of evidence, and courtroom procedures.

Laws governing the retention and transportation of prisoners.

Jail and identification and communication techniques related to law enforcement operations.

Administration and supervision pertaining to a law enforcement agency.

Laws and regulations pertaining to the forcible detention of criminals and suspects in county jail facilities, laws of evidence, arrest and custody.

Principles and practices of public budget development, implementation, and monitoring.

#### **Ability to:**

Obtain information through interview, interrogation, and observation.

Comprehend and interpret laws, rules and regulations, court rulings, and other pertinent information and apply it to departmental policies and procedures.

Prepare clear, concise, and comprehensive reports.

Prioritize and supervise the work and training of subordinates.

Analyze situations and facts accurately, interpret and apply laws, and adopt an effective course of action.

Communicate effectively in both oral and written form.

Establish and maintain effective work relationships with those contacted in the performance of the work.

Operate a personal computer and other office equipment and use common and specialized software.

### **TYPICAL WORKING CONDITIONS**

Work is performed in indoor and field environments.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist, and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Three years of experience in public law enforcement management, supervising and managing law enforcement staff.

#### **Education:**

A Bachelor's degree in police science, criminology, criminal justice, or a closely related field is preferred. The following P.O.S.T. certifications are also required: Basic, Intermediate, Supervisory and Advanced. Incumbents must have the ability to obtain a P.O.S.T. Middle Management Certificate within two years from date of appointment.

#### **Additional Requirements:**

Requires possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of First Aid and CPR certificates, or the ability to obtain these certificates within the first three months of appointment.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

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