

## **CHIEF DEPUTY SHERIFF, CRIMINAL**

### **JOB PURPOSE AND SUMMARY**

To direct, manage, supervise, and coordinate the programs and activities of the Law Enforcement Operations Division within the Sheriff's Department; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Undersheriff.

### **CLASSIFICATION DISTINCTIONS**

The Chief Criminal Deputy Sheriff receives administrative direction from the Undersheriff. The position exercises direct supervision over supervisory and sworn staff.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Assumes management responsibility for all services and activities of the Law Enforcement Operations Division.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including reserve program, patrol, detectives, traffic, K-9, emergency disaster, and tactical operations; recommends, within Departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Recommends, trains, motivates, and evaluates law enforcement personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; serves on contract negotiation team; interprets and applies labor agreement and civil service rules.
- Directs serious felony investigations; reviews unusual use of force incidents, firearm discharge incidents, patrol; vehicle accidents, crime analysis reports, and internal affair reports.
- Plans, directs, coordinates, and reviews the Division work plan; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Manages and participates in the development and administration of the Law Enforcement Operations Division annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approve expenditures; directs and implements adjustments as necessary.

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- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loss, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Undersheriff; implements improvements.
- Serves as a liaison for the Sheriff's Law Enforcement Operations Division with other County departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
- Provides responsible staff assistance to the Undersheriff; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to law enforcement operations programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned.

### **QUALIFICATIONS**

United States Citizenship or Lawful Permanent Resident required.

#### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Five years of increasingly responsible law enforcement experience including two years of supervisory responsibility.
- Equivalent to a bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration, business administration or a related field.

#### **License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of Mid-management Certificate from Washington State Criminal Justice Training Commission.

**Knowledge of:** procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, criminal process and arrest; principles and practices of search and seizure and preservation and presentation of evidence; principles of personnel management, county budget preparation and administration; pertinent Federal, State, and local laws, codes and regulations; principles of supervision, training and performance evaluation; and so forth.

**Ability to:** recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services; serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations; observe accurately and remember names, faces, numbers, incidents and places; use and care of firearms; manage, direct and coordinate the work of supervisory and sworn personnel; prepare clear and concise administrative and financial reports; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, and the general public.