

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 work flow; 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.

- 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

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.

Office use: 6/20/00