

Scott County Government

Position Description Form

Position: Job Title: Chief Deputy

Department Name: Sheriff's Department

Supervisor Title: Sheriff

Position Summary

Is responsible for supervising subordinate personnel assigned (administrative and operations/patrol) and assisting with the enforcement of federal, state and local laws and ordinances. Assumes the duties of the Sheriff in his absence or as directed by the Sheriff. The Chief Deputy shall provide top overall management and administration of the Sheriff's Office. The Chief Deputy shall be appointed by the Sheriff.

Duties and Responsibilities

Essential Duties:

- Coordinates along with all command staff the activities of Sheriff's Office.
- Conduct Monthly Staff Meetings
- Work directly with CAPTAINS to ensure goals and objectives of the office are being accomplished.
- Oversee the scheduling of work assignments and deployment of human resources.
- Submit yearly budget.
- Monitor Budget monthly to ensure proper disbursement of funds takes place.
- Oversee TAX COLLECTION Office.
- Issues funds to undercover operatives to buy information or contraband.
- Develops departmental procedures to serve as guidelines for proper conduct of patrol division activities, based on legal information previous law enforcement experience.
- Monitors effectiveness of procedures through follow-up with patrol officers.
- Reviews daily patrol activity log prepared by subordinates.
- Investigates civilian complaints against division members determines action to be taken based on evidence secured.
- Disciplines division members for violation of rules or regulations.
- Resolves personnel problems of division members or refers problems to supervisor if no solution is found.
- Inspects firearms in division armory to make sure operational readiness.
- Collects analyzes data on division activities.
- Writes reports concerning division activities submits to sheriff.
- Addresses civic educational groups on law enforcement subjects.
- The job is considered ***Essential Personnel*** and will be required to work a variety of schedules in a 24 hour, 7 day a week, which includes, nights, weekends, holidays, and during and following natural disasters and emergency situations.

Secondary Duties:

- May make arrests.
- May attend and give testimony in court.
- May investigate and make recommendations for resolution of complaints against personnel or services provided. Attends mandatory training classes.
- Performs other duties that may be assigned or required

Position Dimensions

Special Knowledge/ Skills and Abilities:

Skills in the use of firearms and all accepted police equipment. Extensive knowledge of principles, practices and techniques of modern law enforcement and police administration. Extensive knowledge of federal, state and local laws, administrative regulations and ordinances regarding law enforcement. Extensive knowledge of the geography of the county, including the interior plans of major buildings. Knowledge of first-aid methods. Ability to prepare and ensure the preparation of clear and comprehensive written reports. Ability to supervise the work of subordinates. Public speaking abilities. Ability to establish and maintain effective working relationships with employees, other emergency service agencies and the general public. Sound judgement

Education and Experience: The following Education and Experience recommendations can be increased or waived at the discretion of the Sheriff.

- 15 Years of Service in Law Enforcement
- 10 Years of Service with the Scott County Sheriff's Office
- Attended at least one Supervisory Leadership School with at least 80 hours of training.

Supervisory Responsibility: All Sheriff's Office Personnel

Technology: The Chief Deputy shall be proficient in all operating systems utilized within the Sheriff's Office and by deputies to include, MDT Operation, LERMS, KYOPS, NIBRS. This rank shall maintain all certifications regarding NCIC and Court Systems.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- ✓ **H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.