

JOB DESCRIPTION UNDERSHERIFF

DEFINITION:

To assist the Sheriff in the overall operation of the Department. To direct all operations, jail, and administrative staff, and to assume the duties of Sheriff in his absence. Responsible for the fulfillment of all the Department's objectives and for the enforcement of all policies, orders, rules, and regulations of the Sheriff. The Undersheriff is accountable for the maintenance of discipline, efficiency and morale within the Department and will make such inspections and investigations as are necessary to keep him informed of conditions within the Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Sheriff.

Exercises general direction over Lieutenants, Sergeants and others as assigned.

EXAMPLES OF DUTIES — Depending upon assignment, duties may include (but are not limited) to the following:

Ability to complete all duties as the need arises as described in the Deputy, Sergeant and Lieutenant job description.

Confer frequently with the Sheriff-Coroner in the implementation of goals, objectives, policies and priorities in the Department.

Confer with and coordinate the activities of unit heads in order that the function of the unit may best meet the overall needs of the Department.

Assist the Sheriff-Coroner in recommending reorganizations of Departmental activities, and determining the future needs of the Department in terms of personnel and equipment, etc.

Responsible for the planning, directing, coordinating, and controlling of all activities of the Department and will formulate rules and procedures necessary to carry out the policies and directives of the Sheriff.

Assist in administering the Department budget; preparation and administration.

Evaluate public complaints against the Department; conduct sensitive personnel investigations. Make recommendations to the Sheriff on such disciplinary measures, as deemed necessary and appropriate.

Develop and (subject to the Sheriffs approval), promulgate Department general orders, rules, and specific orders.

Ensure that the required statistical reports are properly prepared and promptly submitted in accordance with regulations.

Ensure that all departmental reports are received, properly processed and distributed as required with as little delay as possible.

Responsible for the proper performance of the communications function, including the receipt of all requests for service from the public and the dispatching of personnel in response to requests from the public, and for assistance in departmental personnel and other agencies.

Coordinate periodic staff meetings.

Ensure that proper and complete station logs are maintained.

Ensure that all jail, records and communications personnel are fully qualified in the proper, and efficient use of radios, computers and CRT touch screen dispatch terminals.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of organization, administration, budgeting, purchasing, and personnel management.

Criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators, and the law governing jail procedures and facilities.

Proper and effective methods of deploying law enforcement personnel in accordance with anticipated and actual requirements.

Organization and functions of the various agencies involved in law enforcement.

Internal affairs investigation procedures.

Ability to:

Formulate and establish regulations and procedures necessary to insure compliance with all regulations of the State of California.

Communicate clearly and concisely, orally and in writing.

Analyze and interpret law enforcement problems in the community.

Supervise and train subordinates.

Manage and coordinate the personnel and equipment resources of the Department.

Assume the responsibilities of the Sheriff in his absence.

Conduct sensitive personnel and internal affairs investigations.

Conduct criminal investigations, gather evidence, prepare reports; conduct crime analysis.

Establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATIONS

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

Experience

Ten years of responsible experience in law enforcement work, including at least two years in a supervisory capacity.

Education

Completion of the twelfth grade or equivalent, supplemented by college level courses in administration of justice, police science, public or business administration, or a related field.

License or Certificate

Possession of Basic, Intermediate, Advanced and Supervisory Certificates. Possession of a P.O.S.T. Management Certificate

within one year of hire. Possession of a valid California Driver's License.

EQUIPMENT USED

Work is performed both indoors and outdoors in both quiet and noisy environments (such as firing ranges, highway traffic, sirens, firearms and the clanking of heavy metal jail doors); with occasional work performed in cramped confined spaces. Temperature extremes vary depending on seasonal exposure (from 25 degrees below zero Fahrenheit to 115 degrees Fahrenheit depending on season fluctuations). There is possible exposure to bodily fluids and infectious agents including blood borne viruses, which can produce chronic disease or death. The possibility exists of an exposure to contaminated needles, illicit drugs, hazardous materials and toxic fumes such as those found in drug labs, dust and airborne particles such as those found in a firing range or in windy conditions while working outdoors; environmental allergens such as poison oak, dust, grasses, insect bites, and sunshine for long periods of time. Equipment used and tasks performed present a high risk of bodily injury e.g., cuts, punctures, bruises, sprains and fractures.

MENTAL REQUIREMENTS

The following mental abilities are required: Alertness, concentration, judgment, patience, memory, problem solving, initiative, and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods of inactivity is very important for situations such as driving or seated as a passenger in a moving or stationary vehicle.

PHYSICAL DEMANDS

Hearing: Adequate to hear and understand conversations in both quiet and noisy environments with the ability to localize from which direction a sound is coming. An officer must possess the ability to discriminate among both speech and non-speech sounds, e.g. to hear and correctly understand individuals being interviewed. To hear and correctly understand radio transmissions while operating a motorized vehicle, to hear scuffing, opening and closing of doors, or firearms being loaded in order to determine safe entry or exit of a situation or building and to detect the approach of vehicles, people, animals, machinery; and to anticipate potentially unsafe situations.

Vision: Must be adequate to meet **DMV** criteria for required licensing. Accuracy in far vision is very important such as to determine whether someone twenty feet away is holding a gun or a non-weapon item. If an officer who wears corrective lenses loses his/her glasses or lenses, the officer must have adequate uncorrected vision to find his/her vehicle, holster, radio or partner. DMV accurate color vision is necessary to properly describe evidence, situations, suspects, and vehicles.

**Dexterity &
Coordination:**

Arm strength and range of motion, which is sufficient to write, use firearms, subdue and handcuff suspects. Mobility is important to be able to walk distances with coordination and balance in both light and dark environments on uneven, irregular surfaces and steep inclines. Finger dexterity and arm-hand steadiness adequate to operate firearms accurately, handcuff suspects, load firearms, drive vehicle and operate the car radio, use word processor, typewriter, or keyboard. Must have the ability to move arms or legs rapidly, such as to use weaponless defense tactics or to apply car brakes in order to avoid collision. Flexibility is necessary to perform such tasks as climbing fences, subduing a combative person, writing reports and operating a word processor or typewriter. Must pass basic physical as a condition of employment.

Physical

Strength: Must have muscle strength to lift, push, pull and carry heavy objects such as to change a tire, perform search and rescue missions including climbing, and lifting and carrying litters containing injured persons or getting an uncooperative adult into the back of a patrol vehicle without assistance. Carrying basic equipment bags with cameras, specimen containers, etc. Stamina and balance is necessary to perform such tasks as: walking five miles or more, running up a flight of stairs, scaling a fence, climbing up and down hills on uneven terrain, walking on icy surfaces, riding on horseback, to be lowered out of a helicopter on a wench. Trunk strength and stamina for repeated activities is necessary.

Examples of some necessary strengths:

- Moving and/or carrying heavy awkward objects such as an injured or unconscious person. Moving large objects during rescue operations or accident scene investigations or objects or evidence.

- Carrying heavy objects on shoulders while walking, running and/or kneeling, e.g. field packs, search and rescue equipment.
- Pushing weights of up to 100 pounds such as to forcefully open locked doors or move objects obstructing access to a location.
- Reaching, stretching and using hands above the waist for extended periods of time such as to operate a patrol vehicle and operation of safety equipment.