
EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	139
SUPERVISOR:	Sheriff	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for planning, organizing supervising and directing the activities of the Enforcement Division for the Sheriff's Office. Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the County. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plan, direct and review Enforcement Division programs. Formulate, administer and evaluate department policies and procedures.

Develop liaison with federal, state and municipal law enforcement agencies regarding Enforcement Division activities.

Supervise the preparation and maintenance of complex and detailed records and reports for the Enforcement Division.

Coordinate the training program for department employees.

Formulate and present division budget for review by Sheriff and Board of County Commissioners. Monitor and manage fiscal operations of the Division to remain within budgetary constraints.

Perform all functions of an Enforcement Deputy when needed or appropriate.

Establish effective working relationships and confer with community members and the general public and assist them in understanding and interpretation of enforcement issues. Respond to and be a liaison for resolving questions, concerns and complaints regarding the division's activities.

Follow all safety rules and procedures established for work areas. Ensure compliance to safety rules and procedures by staff. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly supervise staff of 5-20 employees. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with Sheriff and Human Resources, as appropriate.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Sheriff and is reviewed jointly by the Sheriff and Lieutenant through

conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a bachelor's degree in a related field. At least three years' progressively responsible experience in law enforcement, with some supervisory experience. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of the Basic Police Officer Certificate from the Department of Police Standards and Training. Possession of or ability to obtain the DPSST management certificate within two years of hire. Possession of a current first aid/cpr card. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

SPECIAL NECESSARY QUALIFICATIONS: Must be 21 years of age and be a citizen of the United States. Must be free of criminal convictions which would affect DPSST certification or which would violate any other County policy.

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of administrative and supervision concepts, practices and principles. Considerable knowledge of state and county enforcement laws; methods and procedures. Knowledge of the principles and techniques of modern law enforcement. Familiarity with computers systems and their use.

Skill to properly utilize equipment and techniques including firearms and restraining devices.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to effectively control suspects in all situations, including the ability to physically restrain unruly offenders. Ability to work with Canine Officers and their Handlers. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying suspects weighing between 100 to 250 pounds. Most work assignments require long periods of sitting, standing, walking, and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with suspects and victims and interaction to diffuse aggression. May receive physical injuries when confronting suspects and/or victims and may possibly be exposed to hazards and risks which accompany exposure to inmates and/or victims. Tasks are performed in a variety of settings, including office and outdoor environments (with exposure to all type of weather conditions and terrain). The environment can be highly stressful and hazardous.