
EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	110
SUPERVISOR:	County Sheriff	SALARY RANGE:	E06
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Assist the Sheriff in being responsible for professional performance and administration of the Sheriff's Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department. Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the County.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Sheriff and the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

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

Assist the Sheriff in planning and directing operations of the Patrol and Civil divisions, working closely with senior Patrol staff. Initiate general and special orders. Review programs and recommend program changes.

Oversee and participate in office procurement program, including establishing needs, locating best quality and price and processing claims for payment.

Review staff work for conformance to County and Departmental policies, procedures and objectives, and federal and state rules and regulations. Maintain Departmental personnel files.

Develop, implement and coordinate training program, drills and disaster exercises program for department employees.

Patrol roads, highways, business and residential areas. Enforce traffic and criminal laws. Patrol rivers in patrol boat enforcing water safety laws and regulations when assigned to boat patrol. Check property security. Investigate road and safety hazards. Operate related police equipment including patrol vehicles, electronic equipment and firearms.

Conduct investigations of reported criminal activity. Respond to citizen complaints. Gather and

process crime scene evidence and take latent fingerprints for use in court. Interview and take statements from victims, witnesses and offenders.

Investigate traffic accidents including determining circumstances, gathering evidence and taking statements. Perform first aid when necessary. Make arrangements for emergency medical personnel, ambulances and tow trucks.

Conduct investigations of reported civil disturbances and other calls for assistance such as family disturbances, public disturbances, animal control and lost persons.

Make arrests and book prisoners. Transport prisoners and patients under custody to institutions, courts and on extradition.

Serve subpoenas, warrants of arrest and other civil instruments.

Maintain records and prepare reports necessary for efficient investigations, crime prevention, prosecution and office procedures. Appear in court as witness.

Assist the Sheriff in the formulation and presentation of the Departmental budget for presentation to and review by the Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Meet with various citizen and community groups and attempt to resolve questions or complaints regarding the delivery of law enforcement services, interpretation of laws and ordinances or departmental rules, regulations and operating procedures.

Represent the Sheriff on various official boards, committees and associations. Assume all responsibilities of the Sheriff during the Sheriff's absence.

Gather and prepare various statistical and research reports to be used in the evaluation of Department efficiency. Plan, develop and implement programs and activities.

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

SUPERVISORY RESPONSIBILITIES: Supervise 15-20 patrol and civil staff.

- Assist the Sheriff in ensuring that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Assist the Sheriff in the role of appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Assist the Sheriff in ensuring that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.

- Assist the Sheriff in diagnosing organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's and Departmental policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Sheriff and will be reviewed jointly by the Sheriff and the Undersheriff through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATIONS 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 four year university education in business, public administration, law enforcement or closely related field. Five years' experience in law enforcement with at least with at least one year of supervisory experience. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be accepted.

SPECIAL LICENSES, CERTIFICATIONS: Possession of the Advanced Certificate from the Board of Police Standards and Training. Possession of or ability to possession within two years of hire the management certificate. Possession of a valid driver's license and an acceptable driving record.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the modern principles, methods and techniques of police administration and criminal investigation. Thorough knowledge of applicable federal, state and local laws, particularly those pertaining to law enforcement standards. Extensive knowledge of management principles and practices of human and financial resource management.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Skill in the use of firearms, cameras, automotive and radio equipment and other related equipment.

Ability to:

- Obtain information through interview, interrogation and observation.
- Instruct, perform and supervise staff in criminal investigation techniques and methods.
- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.

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 boxes, files, equipment, etc., seldom exceeding 20 pounds. Can demand restraining, dragging and/or carrying inmates weighing between 100 to 250 pounds. Many work assignments may require standing, walking, running 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 extra hours 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 suspects and/or victims. Tasks are performed in a variety of settings, including office, outdoor environments (with exposure to all type of weather conditions and terrain), and potentially a great deal of time spent operating or in a vehicle. The environment can be highly stressful and hazardous.