

## **CHIEF DEPUTY SHERIFF**

### **DEFINITION OF WORK**

Performs difficult administrative and law enforcement work in the protection of life and property in the County. Work includes planning, organizing, and directing the work of the office for efficient and effective operations; developing and administering Departmental policies and procedures; and directing and supervising daily operations of the law enforcement functions through subordinate supervisors including investigations, professional standards, accreditation and training, operations, detention, and service divisions. Work is performed in accordance with Departmental policy and State and federal law, supplemented with guidance from the Sheriff. Work is performed under general supervision and is evaluated through observation, discussion, and review of reports.

### **EXAMPLES OF WORK**

An employee in this class independently performs a full range of administrative law enforcement duties to include planning, organizing, and directing the investigations, patrol, service, detention, professional standards and training, and other law enforcement operations through subordinate supervisors; researching and recommending policies; organizing work for efficient and effective processing; updating Departmental procedures and orders for compliance with federal and State laws and regulations to improve Department operational effectiveness and efficiency; implementing new directions from the Sheriff; supervising the development and administration of grants, equipment and supply purchases; overseeing necessary maintenance and repair of facilities and equipment under the control of the Sheriff; coordinating with other law enforcement offices, State, federal, and local officials in various activities of the Department; reviewing personnel decisions in the Department including hiring, promotions, discipline, performance coaching and evaluation, and internal investigations; serving in the absence of the Sheriff; performing community relations and public presentations as needed; participating in a variety of crime prevention, community education, and other law enforcement awareness programs; and coordinating activities with other County departments and/or law enforcement agencies. Work also requires the employee to perform specialized research, problem-solving, and program management as needed by the Sheriff to ensure high employee morale, high Departmental ethics, productive and effective work culture, and sensitivity to public needs and demands. Employee performs other duties as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from an accredited college or university with a degree in criminal justice supplemented by law enforcement training and extensive law enforcement experience, including considerable supervisory experience; or an equivalent combination of education and experience.

#### **Knowledge, Skills, and Abilities:**

Thorough knowledge of State and federal laws, local ordinances and policies of the law enforcement Department; thorough knowledge of law enforcement principles, practices, methods and equipment; considerable knowledge of the application of computers to modern law enforcement work; considerable knowledge of the County personnel policies, budget and purchasing procedures, and supervisory practices and related laws and regulations; considerable knowledge of modern management practices including supervisory leadership, motivation, communications, conflict

management, performance coaching, and delegation; considerable knowledge of liability issues as they relate to law enforcement; skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics; skill in collaborative conflict resolution, public presentations and meeting facilitation; ability to act with sound judgment in routine and emergency situations; ability to present effective court testimony and make public presentations; ability to prepare clear and concise administrative and activity reports; ability to build and maintain cooperative and effective public relations with the citizens, Department staff, County officials, and other law enforcement agencies.

### **SPECIAL REQUIREMENTS**

Before assignment to sworn duties, employee must have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, search and rescue situations, and hazardous spills with fumes, oils, gases, or flammable liquids. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens.

### **PHYSICAL REQUIREMENTS**

Must possess the visual acuity to operate a law enforcement vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to perform extensive reading, work with figures, operate a computer terminal, and prepare and review a variety of records and reports.

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and 10 pounds constantly.