

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DEPUTY SHERIFF

General Summary

Serves as third ranking officer in the Sheriff's Office. Commands the Office in the absence of Sheriff and Undersheriff. Primary responsibility as Commander of Field Services Division. Works closely with and assists Undersheriff making authoritative recommendations to the Sheriff.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Works closely with the Undersheriff making authoritative recommendations concerning hiring, firing, promoting and disciplining of office employees.
2. Assists Sheriff and Undersheriff in planning, administering, directing and coordinating the activities of the office.
3. Attends meetings of Board of Commissioners to discuss Personnel, budget and operating procedures.
4. As third in command, has indirect supervision over Field Services, Corrections and Staff Services with primary responsibility as Commander of the Field Services Division. Oversees and supervises Field Services Division - Road Patrol, Paramedics, Detectives, Court Security Warrant section, Transportation Unit, Delhi Division, Traffic Unit, Communications, Canine Unit, Community Policing Units and DARE.
5. Interacts in meetings and by telephone, with other department officials in the County, State, Courts, Police Administrators, Judges, attorneys, news media and citizen groups representing the interest of the Sheriff and Sheriff's Office.
6. Works closely with the Undersheriff, assisting with the budget and expenditures.
7. Assists Undersheriff in development of new policies, procedures, rules and regulations for the office.
8. Assists personnel in the negotiation of labor contracts as they affect the Sheriff's Office.
9. Review applications for new hires, and interviews new hires for law enforcement and corrections' positions.
10. Reviews resumes for promotions and coordinates interviews.
11. Reviews and approves all overtime requests for Sheriff's Office.
12. Reviews and approves time cards for law enforcement personnel.
13. Attend seminars as requested by Ingham County or the Sheriff.
14. Conduct monthly law enforcement command meetings. Informational meetings to discuss current issues.
15. Coordinate quarterly office meetings.
16. Review daily activity log.
17. Reviews citizen complaints and internal investigations.

18. Perform related duties as required.

Other Functions

19. None listed.

Employment Qualifications

Education: Bachelor's Degree or equivalent, preferably in Criminal Justice related field.

Experience: Eight years of related experience. Specific training and experience with criminal justice related field and/or supervision. Management experience preferred.

Other Requirements:

License: Must possess and maintain a valid Michigan driver's license.
Must be M.C.O.L.E.S. certified.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Travels to major crime scenes to advise and assist command officers and may be required to perform the functions of a command officer.

Working Conditions:

Works in office conditions

Exposure to inside of jail.

Exposure to inmates convicted of various criminal offenses.

Required to deal with people in various states of intoxication, emotional and mental conditions.

Travels throughout the County to attend meetings and represent the Sheriff's Office.

February, 2005