

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHIEF DEPUTY, LAW ENFORCEMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as executive level commanding officer responsible for directing operations and activities of all divisions of the Sheriff's Department. Duties and responsibilities include assisting in directing operations of individual divisions, providing advice and assistance to division staff in handling complex/unusual situations, developing and interpreting policies and procedures, developing and administering department budget, compiling and analyzing data, enforcing laws and policies/procedures, responding to major crimes/incidents, processing documentation, maintaining records, and performing specialized duties within the area of assignment. Reports to Sheriff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates staff in assigned divisions, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; reviews personnel-related actions of subordinate officers to ensure compliance with federal, state, and local guidelines; participates in interviewing and selecting of new employees.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work activities; conducts staff meetings; consults with assigned staff, assists with problem situations, and provides technical expertise.

Enforces all applicable codes, ordinances, laws and regulations (including traffic, criminal, and civil) in order to protect life and property, prevent crime, and promote security.

Interprets and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, general orders, policies and procedures; ensures prompt execution of department rules, regulations, and orders; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Sheriff, other command personnel, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; communicates with supervisory personnel on various shifts, other divisions/units, and other individuals to gather/exchange information on orders, problems, special situations, or other areas requiring attention; relays pertinent information to assigned staff; coordinates department work activities with those of other divisions, other departments, and other law enforcement agencies; acts as liaison between the department and other law enforcement agencies.

Performs the duties of Sheriff in absence of same; provides backup coverage for management divisions of the department as needed.

Develops and implements long and short term plans, goals, and objectives for assigned divisions.

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Develops and implements policies and procedures; revises/updates policies and procedures as needed; interprets policies and procedures for staff members.

Assists with development and implementation of department budget; provides recommendations concerning equipment purchases for assigned areas; reviews and approves purchase requests, purchase orders, and invoices.

Assists the Sheriff in planning, organizing, and directing overall operations and activities of assigned divisions; communicates with Sheriff on continual basis concerning department operations, significant incidents, personnel activities, and other issues.

Plans, coordinates, monitors, and evaluates delivery of law enforcement services and correctional services in assigned divisions; reviews division operations for efficiency and effectiveness; oversees work distribution to divisions and adjust work assignments as necessary; assists in determining staffing levels, equipment, and other assigned resources needed to meet operational requirements and coordinates additional resources as needed; issues written/verbal commands, instructions, and recommendations to personnel in accordance with agency policies and procedures.

Processes various documentation and performs administrative tasks; ensures preparation and maintenance of necessary reports and records by each division; reviews incident reports, accident reports, daily reports, and other documentation submitted by division personnel; reviews and approves time sheets, leave requests, overtime requests, education requests, or other forms; prepares internal reports and correspondence.

Compiles various statistical, demographic, or administrative data for use in developing strategic plans or in planning department activities or future needs; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and charts; maintains records.

Investigates complaints or accidents involving personnel, vehicles, equipment, or operations of assigned divisions; conducts internal investigations as required; researches complaints from citizens; responds to complaints from officers; researches problems/complaints and initiates problem resolution.

Manages agency resources and facilities; oversees inventory of division vehicles, equipment, and supplies; ensures availability of adequate equipment and materials to conduct work activities; initiates orders for new or replacement items; coordinates needed maintenance/repair for vehicles and equipment.

Conducts inspections of personnel, facilities, vehicles, uniforms, weapons, and equipment assigned to division personnel for compliance with safety, security, and appearance standards; takes appropriate actions to correct deficiencies.

Directs and coordinates training activities for assigned staff; ensures personnel are informed of new techniques and new/revised agency policies and procedures; ensures that POST certification requirements are maintained; makes training recommendations; provides initial and in-service training on department policies, procedures, and professional standards.

Responds to major calls as needed and assumes command of major/critical incidents; coordinates law enforcement activities in the event of natural disasters; participates in major crime cases, drug raids, and/or difficult/sensitive situations; coordinates multi-agency calls; determines need to call specialized personnel to major crime scenes; provides advice, consultation and technical expertise to staff members on major criminal cases.

Assists with general law enforcement functions as needed; provides assistance and backup support to other officers as necessary; provides emergency response on a twenty-four hour basis as needed; provides assistance to other law enforcement or public service agencies as appropriate.

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, radar/laser equipment, processing kits, handcuffs, baton, flashlight, fire extinguisher, measuring devices, tape recorder,

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radio/communications equipment, telephone, hand tools, metal detectors, surveillance cameras, panic alarms, fire alarms, audio/visual equipment, or general office equipment; inspects and maintains assigned police vehicle, uniform, weapons, or other equipment.

Follows safety procedures and utilizes safety equipment; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, congested traffic, adverse weather conditions, and emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, schedules, budget documents, purchase requisitions, performance appraisals, press releases, lesson plans, logs, incident reports, accident reports, arrest reports, miscellaneous reports, case notes, case reports, crime scene charts/diagrams, citations, warnings, property/evidence reports, subpoenas, summonses, diagrams, or other documents.

Receives various forms, reports, correspondence, budget reports, purchase requisitions, time sheets, overtime requests, leave requests, incident reports, accident reports, witness statements, criminal history reports, driver history reports, BOLO notices, warrants, subpoenas, summonses, crime statistics, training bulletins, general orders, statutes, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, database, or other computer programs.

Maintains records, logs, and files of department activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review; maintains legal library for department reference.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with county officials, command personnel, officers, employees, dispatchers, other divisions or departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, inmates, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations and participates in professional organizations.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides coverage or assistance to other employees or departments as needed.

May coordinate media relations; oversees preparation and dissemination of press releases as needed.

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May participate in court activities; responds to court subpoenas as needed; prepares case files and evidence for presentation in court as needed; testifies and presents evidence during court as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Public Administration, Psychology, or related field; supplemented by completion of basic police officer training program and the FBI National Academy; supplemented by ten (10) years of progressive management experience in law enforcement, patrol work, criminal investigations, detention center operations, personnel management, budget administration, and public interaction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet requirements of Minimum Standards Law (TCA 38-8-106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. Must possess and maintain valid Firearms Certification, ASP Tactical Baton Certification, and Chemical Weapons Certification. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

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Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date