

**POSITION DESCRIPTION
FOR
GRAND FORKS COUNTY, NORTH DAKOTA**

JOB TITLE: Chief Deputy Sheriff	JOB CODE: 2127
ORGANIZATIONAL UNIT: Sheriff Department	FLSA STATUS: Exempt
REPORTS TO: Sheriff	
INCUMBENT: Mike Fonder	DATE: March 2003
APPROVED BY:	DATE:

PRIMARY PURPOSE:

Provide administrative and management support through planning, organizing, directing, coordinating, staffing and controlling the functions and activities assigned to the Sheriff's office.

ESSENTIAL DUTIES (Fundamental Job Duties):

(The following is a listing of examples of responsibilities of this position and is not intended to be a complete listing.)

Act as Sheriff in absence of Sheriff.

Act as Chief Operations Officer of the Sheriff Office.

Coordinate activities of other law enforcement organizations

Manage employees, oversees recruitment and selection process. Direct subordinate personnel to implement and/or develop departmental policies and procedures in operational issues as needed. Review and sign off on Initial Complaint Reports. Receive questions or complaints from general public concerning conduct and activities of subordinate deputies. Address minor complaints through direct mediation; conduct internal investigations.

Develop lesson plans and syllabus for various training topics and submit for certification. Conduct units of instruction to departmental personnel. Review available outside training for personnel and assign personnel based upon assignment and budgetary impact.

Oversee criminal investigations and patrol.

Develop initiatives addressing homeland security.

Review Initial Complaint Reports and return improperly completed reports to deputies. Make recommendations for follow up.

Review and sign Affidavits of Probable Cause prior to submission to State's Attorneys office to insure correct criminal offense is identified and proper elements are present to substantiate the criminal charge. Correct and compose affidavits as needed.

Respond to major crimes, events and assume role of Incident Commander. Make command decisions concerning courses of action. Assist in major crime investigations. Serve arrest warrants. Perform technical tasks done by line personnel, and/or supervisory staff as needed.

Perform various administrative tasks including:

- Develop departmental policies and procedures.

- Apply for and administer various grants

- Coordinate in service training

- Participate in various boards addressing departmental operations

- Develop programs and manuals to address County Office Building and Courthouse Security

- Assist Sheriff in development of departmental budget, prepare recommendations, monitor budget performance throughout year.

- Make purchasing decisions for departmental vehicles, equipment, uniforms, supplies.

- Develop ads for publication pursuant to state bidding law.

Oversee the maintenance of the sexual offender registry of offenders residing in county. Oversee photograph and fingerprinting, public notifications as needed pursuant to state law.

Act as public information officer for major incidents. Compose and disseminate mediate releases following fair trial free press guidelines. Provide interviews or information as appropriate and necessary.

Make presentations to county commission to receive approval for various programs, grants and expenditures.

Perform other duties as assigned or apparent.

MARGINAL FUCTIONS (Incidental Job Duties):

Receive initial complaint reports from general public

Perform any variety of law enforcement duties, including: respond to general calls for service, issue traffic citations for moving violations, serve arrest warrants, serve civil process papers.

EDUCATION AND EXPERIENCE REQUIRED

Completion of a Bachelor’s Degree in Law Enforcement or Police Administration, plus 7-10 years of progressively responsible experience, or any combination of equivalent education and experience. Must maintain a valid North Dakota Peace Officers License and driver’s license.

PHYSICAL DEMANDS

Physical requirements and environment for this position are similar to that expected in a typical to administrative and law enforcement settings, sitting, standing, eye-hand coordination, potential use of firearms, ability to move persons and work in a variety of scenes, working in a squad car, operating radar equipment, and dealing with stress, lifting at times up to 100+ lbs, more commonly to 20-50 pounds. Incumbent is likely to be exposed to various types of weather conditions.

DISAGREEABLE CONDITIONS

The majority of the work is performed in an administrative capacity. However, the ability to work under occasionally unsafe and uncomfortable conditions is required where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease and/or dust can cause discomfort and where there is a risk of injury.

Subject to calls from subordinates after hours, weekends and holidays to provide advice, direction, and to make command decisions.

HAZARDS

May be subject to enclosed environment over extended periods of time, to individuals or groups who are armed and dangerous, and to interactions in unstable environments.

Signature

Supervisor's Signature

Date

Date

Grand Forks County 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 prospective employees and incumbents to discuss potential accommodations with the employer.