

CHIEF DEPUTY SHERIFF-CORONER

DEFINITION

Under general direction, to plan, organize, direct, and review the work of a major division of the Sheriff-Coroner Department; Incumbent may serve as the Jail Commander for the Correctional Facility, or as Commander of the Central Dispatch Facility; to provide supervision and training for assigned staff; to perform a broad range of complex law enforcement and crime prevention work, including patrol, investigations, administrative and special assignments; to perform complex correctional facility and/or Central Dispatch Facility administrative work; to ensure facility compliance with state and federal mandates; to manage correctional facility maintenance and construction; to administer contracts; and to do related work as required. to investigate incidents and perform criminal identification work; to serve as a Deputy Coroner; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a second level supervisor and management classification for the performance of professional law enforcement work. Incumbents supervise a major division in the Sheriff-Coroner Department. In addition they are expected to perform the full scope of professional law enforcement work. They may be "on-call" to respond to special law enforcement emergencies. This class is distinguished from Deputy Sheriff Sergeant by exercising a broader scope of management and supervisory responsibilities.

REPORTS TO

Sheriff-Coroner, Undersheriff.

CLASSIFICATIONS SUPERVISED

Deputy Sheriff Sergeants, Deputy Sheriffs I, II; Fiscal and Administrative Services Officer; Evidence Technician; Correctional Sergeants, Correctional Officers I, II, Correctional Aides; Supervising Public Safety Dispatchers, Public Safety Dispatchers I, II; and support staff as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, manages, and supervises a major division in the Sheriff-Coroner Department; has responsibility for the functions and activities of the assigned division; provides supervision, training and work evaluations for assigned staff; performs a variety of specialized law enforcement administrative work related to the functions of the assigned division; may develop and administer service contracts; assists with the development of department goals, objectives and priorities; reviews the work of the division staff, ensuring adherence to department standards and policies; prepares recommendations regarding service and program development; performs a variety of complex professional law enforcement and coroner work; reviews and resolves complaints regarding division personnel; assumes responsibilities for major investigations; directs and oversees the development of records and reports; reviews reports prepared by staff; provides consultation and guidance on law enforcement problems; may prepare, maintain and administer the division budget; coordinates division activities with other County departments; completes special projects; responds to questions and inquiries from the public, community organizations and other governmental agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing up to 100 lbs with assistance; crawl through various areas on hands and knees;

physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; use of firearms, batons, various vehicles depending on assignment; drive (patrol car, snowmobile, boat); operate search and rescue equipment.

TYPICAL WORKING CONDITIONS

Work is performed in office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; exposure to body fluids, infectious agents including bloodborne viruses; continuous contact with other staff and the public

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignment.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- The general geography and topography of Lake County.
- Good public relations techniques.
- Use and care of department authorized equipment and firearms.
- First aid methods and techniques.
- Principles of criminal identification and fingerprint classification.
- Methods, principles and requirements of Coroner work.
- Computers and software used by the Sheriff-Coroner Department.
- Principles of management, supervision, training, and work evaluation.

Ability to:

- Plan, organize, supervise, and manage an assigned division in the Sheriff-Coroner Department.
- Supervise, train, and evaluate the work of assigned staff.
- Perform a wide variety of complex professional law enforcement work.
- Read, understand, and interpret laws and regulations regarding arrest, rules of evidence, and the apprehension, retention, and treatment of juveniles.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Gather and organize data and information.
- Interview and secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear, comprehensive reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Sheriff-Coroner Department with the public and other law enforcement agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of previous professional law enforcement experience comparable to that of a Deputy Sheriff Sergeant with the County of Lake.

Special Requirements:

Completion of P.O.S.T. Management Course within one (1) year from date of appointment.

Possession of an Advanced P.O.S.T. Certificate and a Supervisor P.O.S.T. Certificate.

Possession of, or ability to obtain, an appropriate valid California Driver's License.

A successful candidate will be required to submit to, and pass, a variety of rigorous background checks prior to appointment.

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