

Delaware County

POSITION DESCRIPTION

Title: Interim Sheriff	Department: Sheriff's Office
Reports to:	FLSA Status: Non-exempt
Approval Date: 09/23/2020	Revision Date: N/A

Position Profile

Direct the operations of all aspects of the Office of the Delaware County Sheriff, all of the Administrative, Patrol, Emergency Operations, Professional Standards and Detention Divisions within the Sheriff's Office. Coordinate assigned activities within divisions, with outside agencies and the general public as well as management of budgets, grants, and any and all other aspects of the Office of Sheriff of Delaware County.

Duties and Responsibilities

- Directs management staff: schedules, assigns and directs work; conducts interviews; hires and orients new
- employees; oversees or provides training; coaches; evaluates and appraises; addresses complaints and resolves problems; takes disciplinary action; and ensures quality of work.
- Provides direction and general oversight for day-to-day operations of the Office.
- Ensures compliance with organizational policies and relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
- Develops, implements, interprets and enforces policies and procedures related to law enforcement services in Delaware County; reviews and makes recommendations which would impact the activities of the Office; prepares reports concerning management problems and other administrative functions.
- Manages and participates in the development and administration of the annual capital, operating and
- Department budget; forecasts additional funds needed for staffing, equipment, materials and supplies; monitors the budget to assure compliance with approved budget levels.
- Directs, develops and implements short and long-range plans, goals and objectives for the Department.
- Meets with staff to identify and resolve problems; assigns projects and areas of responsibility; reviews policies and procedures of the Department.
- Coordinates services and activities with other law enforcement agencies and with Federal, state, and local
- enforcement agencies in maintaining law and order.
- Plans and directs development and implementation of programs related to law enforcement activities including the prevention and investigation of crimes, protection of life and property, care and custody of prisoners, communications and related activities.
- Performs research to ensure Department personnel remain current with changing trends and procedures in law enforcement; conducts special investigations; coordinates and participates in major criminal investigations as needed.
- Participates in grant application process; develops grant justifications for Department including selection,
- funding and staffing levels for grant positions.
- Responds to and resolves difficult inquiries and complaints with the press, general public and members of other agencies; receives and investigates inquiries and complaints concerning

officers and other employees; manages, directs and conducts internal investigations as required by Department policies and procedures.

- Serves as Sheriff in his or her absence.
- Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

Qualifications

This position is subject to the Delaware County Drug and Alcohol Free Workplace Policy which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing. Must be 21 years of age. Must possess a valid Oklahoma driver's license. Cannot have any prior felony convictions. No unlawful use of a narcotic or dangerous drug within the past seven (7) years. No unlawful use of marijuana within the past three (3) years. No pattern of drug abuse. Must be willing to work extended hours.

Education and/or Experience

High school diploma or equivalent required. Five (5) years of experience in police work, one year of which must have been in a supervisory capacity or any equivalent combination of education and experience. Certification from the Council of Law Enforcement Educational Training Academy required.

Knowledge, Skills, and Abilities

Knowledge of:

- Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
- Current court cases and legislation affecting Sheriff's Office administration.
- Court procedures used in criminal, civil and domestic court.
- Complex principles and practices of modern law enforcement including community policing and law enforcement ethics.
- Crime scene investigations.
- Geographical layout of the County.
- Operational characteristics, services, activities, policies and procedures of the Sheriff's Office.
- Operations requirements of actual and anticipated emergency situations.
- Interdepartmental operations.
- Principles and practice of supervision, team building, training and performance evaluations.
- First aid methods and techniques.
- Self-defense tactics.
- Methods and techniques of dealing with individuals in custody; criminal attitudes and behavior patterns.
- Principles and procedures of records keeping and reporting.
- Advanced principles and practices of accounting, budget preparation, administration and control.
- Modern office processes and procedures.
- Relevant computer hardware and software applications.

Ability to:

- Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, discipline, train, and evaluate.
- Speak, read and write the English language.
- Communicate effectively verbally and in writing; communicate effectively with the media.
- Plan, organize and direct law enforcement and administrative activities.
- Develop and implement law enforcement programs.

- Provide administrative and professional leadership and direction for staff.
- Analyze and evaluate management, organization, administrative and law enforcement activities.
- Identify and analyze administrative problems and implement operational changes.
- Develop, implement and administer goals, objectives and procedures for providing effective and efficient law enforcement services.
- Prepare and administer complex budgets and funding proposals; manage and allocate resources in a cost effective manner.
- Manage and coordinate the work of sworn and non-sworn supervisory, professional, and technical personnel.
- Develop emergency plans and act decisively in emergency situations.
- Analyze problems, identify alternative solutions and implement recommendations in support of goals.
- Oversee and prepare clear and concise administrative and financial report and records.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Perform multiple tasks simultaneously.
- Operate under continuous pressure.
- Handle stressful situations in a professional manner, including angry or difficult individuals; accurately assess situations and people.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
- Care for firearms safely.
- Establish and maintain cooperative and effective public relations with co-workers, subordinate staff and the community.
- Understand, practice and enforce safety procedures and precautions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to one hundred (100) pounds. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

NOTE: The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Delaware County government and the employee, and is subject to change by Delaware County as the needs and requirements of the job change.

Delaware County is an Equal Opportunity Employer

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

Employee's Name (Printed)

Date

Employee's Name (Signature)

Date