

UNDERSHERIFF

DEFINITION

To plan, direct, and review the activities and operations of the Sheriff's Department; to coordinate assigned activities with other County departments and outside agencies; to provide highly responsible and complex administrative support to the Sheriff.

DISTINGUISHING CHARACTERISTICS

The classification of Undersheriff functions as the second-in-command for the Sheriff's Department. It differs from the next lower classification of Sheriff's Lieutenant in that the Lieutenant serves as a division head over the Administration, Jail, and Operations Division. This position also assists in the management and coordination of the emergency services function for the County and Operational Area.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Sheriff; exercises direct supervision over sworn and non-sworn supervisory, technical, and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assists in the development, planning, and implementation of department goals and objectives; recommends and administers policies and procedures.

Keeps abreast of changing laws, codes, and regulations affecting department operations and law enforcement activities.

Coordinates department activities with those of other County departments and divisions, outside agencies, and organizations.

Selects, trains, motivates, and evaluates the work of assigned personnel; maintains personnel records; directs personnel recruitment; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Directs, oversees, and participates in the development of the department's work plan; assigns work activities, projects, and programs; monitors work flow; reviews, and evaluates work products, methods, and practices.

Develops, implements, and evaluates the effectiveness of special programs and projects.

Participates in the development and administration of the department budget; researches grant and other supplemental funding sources; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.

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Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.- 3/17/20

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #7b-1/7/20

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Supervises the maintenance of department equipment; researches and evaluates new products; oversees the purchase and inventory of equipment; prepares and administers vendor contracts.

Conducts investigations, including internal affairs investigations. Reviews

Coroner's cases/inquests.

Serves as Acting Sheriff as required.

Performs duties related to crime prevention and community relations.

Prepares and presents staff reports and other correspondence; reviews reports prepared by subordinates for completeness, accuracy, and compliance with regulations.

Participates on a variety of boards and commissions; attends and participates in professional groups and committees.

Performs general administrative work, including but not limited to conducting and attending meetings, responding to correspondence, preparing correspondence and reports, entering computer data, etc.

Performs related duties as assigned.

This position is associated to the Office of Emergency Services (OES) and serves as required in the Emergency Operations Center (EOC); provides management of Sheriff's Office Law Enforcement Mutual Aid (LEMA) and OES emergency responses (both local and mutual aid).

QUALIFICATIONS:

Knowledge of:

Pertinent Federal, State, and County laws and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of law enforcement program development and administration.

Procedures and methods in law enforcement patrol, traffic control, crime prevention, criminal investigation, apprehension and arrest, civil process, and jail operations.

Principles and practices of processing Coroner's cases.

Principles and practices of search and seizure, preservation, and presentation of evidence in traffic and criminal cases.

Criminal behavior and methods of operation.

Types of law enforcement equipment, materials, and specialty items. Locations and characteristics of the various neighborhoods.

Principles and practices of organization, administration, and personnel management. Principles and practices of budget preparation and administration.

Business letter writing and report preparation; English usage, spelling, grammar, and punctuation.

Principles of supervision, training, and performance evaluation.

Principles and practices of record-keeping and reporting.

Ability to:

Interpret and apply and enforce pertinent laws, policies, rules, and regulations. Effectively administer a variety of law enforcement activities.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations. Use and care for firearms.

Oversee the maintenance of police equipment and vehicles. Gain cooperation through discussion and persuasion.

Deal courteously, yet firmly, and effectively with the public in police situations.

Make sound, educated decisions and work independently with little supervision.

Supervise and evaluate the work of assigned staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Make required calculations accurately as required.

Analyze problems; identify alternative solutions; project consequences of proposed actions, and implement recommendations in support of goals.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

Six years of increasingly responsible experience in law enforcement work, including two years of administrative and supervisory responsibility.

Training:

High school diploma or GED equivalent supplemented by college-level course work in the administration of criminal justice, police science, public administration, business administration or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.,

AND

Possession of, or ability to obtain, Incident Command System (ICS) and National Incident Management System (NIMS) certificates including: IS-100, 200, 300, 400, 700, and 800. Possession of, or ability to obtain, OES ICS/NIMS Professional Development Series.

AND

Possession of a P.O.S.T. Advanced Certificate and possession of a P.O.S.T. Management Certificate (as defined in P.O.S.T. Administrative Manual paragraphs F1-7 and F1-9, respectively) at the time of hire.

OR

At the time of hire, possession of P.O.S.T. Advanced Certificate (as defined in P.O.S.T. Administrative Manual paragraph F1-7) and possession of a Master's degree in the administration of criminal justice, police science, public administration, business management or related field.

OR

Successful completion of the P.O.S.T. Management Course (as defined in P.O.S.T. Administrative Manual, Commission Procedure D-4) within twelve months of the date of hire.

OR

At the time of hire, possession of a P.O.S.T. Advanced Certificate and possession of a P.O.S.T. Supervisory Certificate (as defined in P.O.S.T. Administrative Manual paragraphs F1-7 and F1-8, respectively) and possession of a Bachelor's degree in the administration of criminal justice, police science, public administration, business management or related field; and successful completion of the P.O.S.T. Management Course (as defined in P.O.S.T. Administrative Manual, Commission Procedure D-4) within twelve months of the date of hire.