

Code: 7350
Title: CHIEF DEPUTY SHERIFF

SUMMARY: Assists the Sheriff in the administration, planning, organizing and coordination of all the programs, functions and activities of the Sheriff's Department. Assists the Sheriff by providing leadership on an organization-wide and community basis to ensure public safety services are provided in accordance with the department's mission. It is distinguished from the Bureau Chief which manages a bureau comprised of multiple programs and activities. It is distinguished from the Sheriff who is an elected official having overall responsibility for the administration and operation of the Sheriff's Department. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Participates in planning, organizing and directing the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest and detention of law violators and the maintenance of police records and communication systems;
Develops and approves policies and procedures to be followed by Department personnel;
Confers with County officials, civic groups and citizens on law enforcement, public safety and community problems;
Participates in the development of regulatory ordinances and laws regarding public safety;
Assists in coordinating County law enforcement and public safety activities with those of other agencies;
Analyzes budgetary problems within the department and participates in developing an annual budget;
Evaluates personnel policies and broad training requirements;
Recommends or approves appointments, promotions, dismissals and disciplinary actions;
Consults with division and bureau commanders and advises on departmental problems, issues, programs and projects;
Supervises special studies and the preparation of comprehensive reports;
May personally supervise specific operations, programs and/or functions of the Department.

KNOWLEDGE & SKILLS:

Knowledge:

- law enforcement administration, organization and operation;
- standard rules and regulations utilized within a recognized law enforcement agency;
- operating procedures of law enforcement agencies and limitations upon departmental authority;
- methods and techniques of interrogation;
- preservation of evidence and the laws regulating its admission into court;
- principles and practices of leadership, effective management, employee development and public relations.
- fiscal and planning principles;
- county, state and federal criminal and related laws, ordinances and codes;
- social issues and concerns relating to effective law enforcement;
- principles, practices and techniques of the National Incident Management System (NIMS) and the Incident Command System (ICS).

Skills:

- planning, organizing, directing and evaluating major law enforcement programs and functions;
- analyzing complex law enforcement and administrative problems, situations and data;
- applying modern law enforcement principles and practices in management situations;
- directing, supervising and evaluating a large staff of law enforcement and administrative personnel;
- communicating effectively, both orally and in writing;
- managing situations firmly, courteously, tactfully and impartially;
- establishing and maintaining effective working relationships with public officials, department members and the general public;
- reacting quickly and calmly in emergencies.

DESIRED QUALIFICATIONS:

EITHER:

(1) Seven years of experience in a recognized law enforcement agency employing at least 400 sworn personnel, two years of which have been at the level of Bureau Chief, Assistant Chief or the equivalent; or an equivalent combination of training and experience.

OR:

(2) Currently a Bureau Chief with the Pima County Sheriff's Department.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of an appropriate category Arizona driver license is required at time of application or appointment.

Special Notice Items: At time of appointment, must be a registered as a voter in Pima County, a resident of the State of Arizona, able to read and write the English language and eligible to be certified by the AZPOST.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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