

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CHIEF DEPUTY - ENFORCEMENT  
CHIEF DEPUTY - CORRECTIONS

CLASS CODE: ENFORCEMENT - 1420  
CORRECTIONS - 1422

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 2/09/2009  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Under general guidance and direction of the Sheriff or Undersheriff, performs administrative law enforcement work in supervising, planning, coordinating, and directing the activities and personnel of the Corrections or Enforcement Bureau of the Sheriff's Office. Incumbents in these classifications are appointed by the elected County Sheriff and determine key policies within their assigned bureau.

## **ESSENTIAL FUNCTIONS**

Supervises, plans, coordinates, and directs the work and personnel of assigned divisions; makes staffing decisions within assigned divisions relating to hiring, training, performance evaluation, scheduling of work load, delegation of assignments, administration of disciplinary action, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, budget documents, work specifications, work schedules, and appropriate personnel documentation within the assigned bureau.

Oversees and correlates bureau involvement with other divisions, other county departments, volunteer groups, outside agencies, and other law enforcement agencies; interacts with the community and serves on various committees and groups; communicates with citizens, judges, attorneys, and other law enforcement agencies on bureau matters.

Oversees preparation of the budget for assigned divisions including preparing federal grant applications and related reports, evaluating equipment needs, and monitoring and approving purchase orders and expenditures as needed.

Evaluates training needs and ensures training requirements are met by recommending and locating training resources; meets with personnel to plan, implement, and evaluate department goals.

Issues directives and interprets policies and procedures for the bureau and/or assigned divisions; develops, writes, and implements new policies to reduce liability, update practices, and increase professionalism.

Oversees investigations of employee misconduct and meets with personnel to resolve disputes and conflicts and to make recommendations for final disposition.

Acts as Incident Commander as needed; performs duties of subordinates as necessary to ensure functional operation of assigned bureau.

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**ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Coordinates the contracting of law enforcement services to other cities.  
Gathers budget requests from Lieutenants to prepare annual budget proposals.  
Supervises remodeling projects or construction of new facilities.  
Develops inventory forms and maintains records for vehicles, radios, firearms, and key assignments.  
Coordinates the collection and distribution of technical data.

**KNOWLEDGE, SKILLS, AND ABILITIES (RECOMMENDED)**

**Considerable Knowledge of:** Utah County Rules and Regulations; Sheriff's Office Policy and Procedures; county, state, and federal codes and laws pertaining to law enforcement; standard practices and operating procedures of law enforcement activities and programs including corrections and jail administration, and search and rescue investigations; management operations and supervisory techniques.

**Skill in:** Reading, writing, business math and bookkeeping; developing and monitoring budgets; word processing, creating spreadsheets, basic computer programs, and document composition; operating and maintaining a variety of law enforcement equipment including firearms.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; coordinate multiple tasks efficiently; effectively supervise others including motivating, coaching, evaluating performance, and administering discipline; make public presentations.

**PHYSICAL DEMANDS**

**Regularly:** Sits at a desk or table; walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** Lifts or otherwise moves objects weighing up to 50 pounds; restrains individuals weighing 200 pounds or more; communicates via radios; needs to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is generally performed in an office or other environmentally controlled room, but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. Work occasionally requires the use of protective devices such as masks, goggles, and/or gloves. Work occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or hazardous chemicals. Work occasionally exposes the incumbent to potentially hostile situations and to unknown and dangerous conditions.

**EDUCATION AND EXPERIENCE (RECOMMENDED)**

Equivalent to a Bachelor Degree in police science, criminal justice, business management, or a closely related field and eight (8) years of experience performing law enforcement activities in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer. Work experience must include a minimum of one (1) year at an executive level equivalent to a Utah County Lieutenant that included policy and budget implementation and other administrative responsibilities.

Selected applicants are subject to, and must pass, a full background check.

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**LICENSING AND CERTIFICATION**

**Chief Deputy - Enforcement:** Upon appointment to this classification, incumbent must possess, and thereafter maintain, a valid State of Utah driver's license and Law Enforcement Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency). Incumbent may be required to attend and successfully complete county-offered Emergency Vehicle Operation training annually.

**Chief Deputy - Corrections:** Upon appointment to this classification, incumbent must possess, and thereafter maintain, a valid State of Utah driver's license and Corrections Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency). Incumbent may be required to attend and successfully complete county-offered Emergency Vehicle Operation training annually.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.