Position Title: Undersheriff
Date: June, 2012

Reports to: County Sheriff  Department: Sheriff’s Office  FLSA Status: Exempt

Positions Supervised: Patrol Deputies (15), Reserve Deputies (3), Special Deputies, Detective (1), Sergeants (2), Corrections Officers (2)

BASIC FUNCTION: Sworn law enforcement officer and second-in-command in the Sheriff’s Office. Undersheriff exercises command authority over all subordinate personnel, and participates in all operational law enforcement activities. Acts in place of Sheriff during any Sheriff absences. Performs with minimal supervision and operates with broad authority and discretionary powers. Acts ethically, with honesty and integrity at all times.

MINIMUM QUALIFICATIONS: A minimum of ten years of sworn law enforcement experience, including a minimum of five years as a law enforcement supervisor; Bachelor of Arts or Sciences degree from an accredited college or university; or a combination of education, experience and training that clearly demonstrates the ability to perform the essential functions of this position. Must meet all requirements for certification as a sworn peace officer in the State of Washington and possess such certification within one year of appointment.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Assists the Sheriff of San Juan County with planning, supervising and directing all agency law enforcement activities for the protection of life and property in San Juan County.

*2. Operations commander for the Sheriff’s Office. Provides on-scene supervision and management of major incidents and critical tactical situations, including supervising and coordinating all criminal investigations and search and rescue operations. This may involve securing outside resources and assets to conduct effective searches, including liaison with Dive Team and Coast Guard as necessary for marine SAR missions.

*3. Provides direct supervision of Sergeants, Detectives, Corrections Officers and Traffic Deputy, including scheduling, training, supervising and annually evaluating performance; investigating complaints and resolving employee issues; and ensuring compliance with the Sheriff’s Office Standard Operating Procedure, Personnel Policies, and applicable union contracts; Recommends discipline as appropriate. Ensures that all complaints are thoroughly investigated and reports submitted in a complete and timely manner.
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*4. Agency Training Officer for the Sheriff’s Office. Provides and/or instructs in-service training for department; evaluates and recommends departmental training needs and requirements. Maintains up-to-date knowledge of current statutes and case law applicable to law enforcement and disseminates updates. Writes and keeps current all operational policy manuals and procedures pertaining to all departmental functions. Coordinates with local fire/EMS departments to ensure volunteers have necessary SAR training to meet state standards.

*5. Develops and Maintains a cooperative working relationship with County criminal justice departments, and outside agencies such as U.S. and Canadian Coast Guard, Drug Enforcement Agency, US Customs, Drug Task Force, FBI, State Patrol, etc. to coordinate criminal investigation, search and rescue efforts and exchange confidential information.

*6. Assists in the preparation and administration of the annual law enforcement budget, including grants. Oversees and maintains complete records of division equipment inventory and assignment; ensures that personnel have the needed resources and equipment to perform tasks; oversees the ordering and maintenance of equipment and all necessary supplies. Performs inspections of all equipment and vehicles. Prepares and writes grants to secure funding for law enforcement programs; monitors funds and conditions of awarded grants to ensure compliance is maintained and funding continues; submits reports and other documentation as required.

*7. Supports the County’s safety and health policies by attending required safety training programs; reports all accidents and suspected safety hazards to the appropriate official; reviews professional publications and attends workshops to maintain professional and technical knowledge.

*8. Makes public appearances and gives presentations while representing the Sheriff’s Office on a broad variety of topics. Attends meetings of committees, commissions and other groups.

*9. Works with the Sheriff to collect and analyze data on Office activities, making recommendations for improving department effectiveness.

*10. Performs law enforcement duties as required, including serving as Sheriff in the Sheriff’s absence.

*11. Works with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing professional and efficient service to the citizens of San Juan County.

SKILLS AND ABILITIES:

1. Ability to interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions and in emergency situations.

2. Skill in planning, developing, implementing and evaluating policies, procedures, rules and regulations.
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3. Ability to effectively supervise and lead staff, including establishing work performance standards, assessing to standard, mentoring, evaluating and disciplining staff if needed.

4. Ability to effectively communicate verbally and in writing, including the ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman’s terms.

5. Ability to establish and maintain effective working relationships with other law enforcement agencies, court personnel, County personnel and the general public. Skill in resolving complaints and concerns from the general public.

6. Ability to think analytically and consistently apply sound judgment in solving problems and making decisions.

7. Ability to use existing computer software and technology and to adapt to technological changes in the workplace.

8. Ability to properly and efficiently document and organize work, maintaining paper and electronic files according to department standards.

9. Ability to act always with honesty, confidentiality, ethics and integrity in the performance of this work.

10. Ability to take command of an emergency incident and make immediate decisions as needed.

11. Ability to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives by the Sheriff’s department.

KNOWLEDGE

1. Knowledge of County, state and federal laws, regulations, codes and ordinances.

2. Knowledge of sheriff’s department policies and procedures, rules of evidence, current law enforcement techniques and procedures.

3. Knowledge of investigative and interrogative procedures and techniques and protocols for observation and memorization of critical details.

4. Working knowledge of effective administrative and supervisory principles, practices and methods.

5. Working knowledge of the maintenance and safe operation of firearms and impact weapons.

6. Knowledge of hazardous chemicals and materials, first aid, and CPR.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing, walking and sitting for extended lengths of time in patrol cars. Must be able to climb stairs, ladders and hillsides, often under adverse conditions. Requires occasional running down of suspects and long hikes in the woods. Requires the strength, ability and training to fight with and control one or more combative suspects, sometimes after having run and climbed. Must be able to lift and move injured or unconscious person up to 200+ pounds. Requires the ability to use handguns, shotguns and rifles with extreme accuracy. Requires continuous wearing of necessary law enforcement gear such as body armor, gun belt, radio, etc. with an average weight of 20-25 pounds. Must be able to talk and receive and understand written and oral communication and give written and oral instruction. This position frequently requires continuous hand and finger movement. This position requires good vision, perception and hearing. This position requires the ability to memorize numerous laws, rules, regulations, guidelines, etc. Requires good math and measuring ability. This position requires good
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Identification skills. Subject to extended periods of intense concentration in review of crime scenes, investigations, and preparing law enforcement reports. Subject to standing, walking, sitting, bending, reaching, kneeling, running and lifting heavy objects. Must maintain a level of physical fitness to meet Department standards.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>1. Laptop and desktop computers</td>
<td>2</td>
<td>x</td>
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<tr>
<td>2. Vehicle, including patrol car and patrol radar units</td>
<td>3</td>
<td>x</td>
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<tr>
<td>3. Telephone and two-way radio equipment</td>
<td>3</td>
<td>x</td>
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<tr>
<td>4. Boats</td>
<td>2</td>
<td>x</td>
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<tr>
<td>5. Digital camera, video camera and audio equipment</td>
<td>.50</td>
<td>x</td>
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<td>6. Copy machine</td>
<td>.25</td>
<td>x</td>
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<td>7. Fax</td>
<td>.25</td>
<td>x</td>
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<tr>
<td>8. Firearm (carried daily, but usage will vary)</td>
<td>8</td>
<td>x</td>
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<tr>
<td>9. Restraining equipment (cuffs, transport belt, pepper spray, tear gas, baton etc.)</td>
<td>1</td>
<td>x</td>
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<td>10. Maps, aerial photos, measuring tools</td>
<td>2</td>
<td>x</td>
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<tr>
<td>11. Fingerprint equipment</td>
<td>1</td>
<td>x</td>
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**WORKING CONDITIONS:** Responds to emergency situations by patrol car, boat or airplane in all weather conditions at any time of day or night. Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements. Must respond to and supervise emergency call out situations on a 24 hour daily basis. Works extended hours, often including holidays and weekends. Duties require an element of personal risk, taking the responsibility of using physical force, up to and including deadly force. Engages in the apprehension of suspects who may be armed and dangerous or situations involving high speed chases which could cause serious physical injury or death. Occupational exposures may include exposure to human bodily fluids and blood borne pathogens, evidence at crime scenes, traffic collisions, assaults, narcotics, building searches, bomb threats, hostage situations and natural disasters.