

## 2-02/030.00 - Assistant Sheriff(s)

The Assistant Sheriff(s) is a senior executive of the Department who commands and is responsible for the activities of his or her concerned Division(s) as well as any other specialized Units/programs assigned by the Sheriff and/or Undersheriff and in accordance with the policies prescribed by the Sheriff and Undersheriff. The Sheriff may appoint an Assistant Sheriff to assume the duties assigned to the second in command of the Department. This appointment would be in effect during the Sheriff's and the Undersheriff's absence.

The standards by which the Assistant Sheriff(s) shall judge the performance of personnel assigned to his respective areas of responsibility are embodied in law (both statutory and case law), MOU's, the Department's Manual of Policy and Procedures, all Division Directives in support of the Manual, our Mission Statement, Core Values Statement, and the Law Enforcement Code of Ethics.

The Assistant Sheriff(s), in his role of executive staff to the Sheriff, and as a member of the Executive Planning Council, must consider the impact of his decisions on the interests of the Department, his respective areas of responsibility, the members of our Department, and the citizens we serve. It is incumbent upon the members of the Executive Planning Council to work in good faith and cooperation to best serve these interests.

The duties of this classification include the following:

- Overseeing the administration of Divisions and specialized Units and/or programs;
- Advising and assisting the Sheriff and Undersheriff in administrative and policy matters;
- Participating in strategic planning for the Department as directed by the Sheriff;
- Planning for the expansion or reorganization of operations within their assigned areas to meet growing or changing law enforcement, custodial, or service needs;
- Directly supervising Chiefs and indirectly the remaining elements in the chain of command;
- Enforcing Department policy and procedures;
- Recommending disciplinary action affecting personnel within his areas of responsibility;
- Making public appearances on behalf of the Department; and
- Representing the Sheriff at various commission, committee, and law enforcement meetings.

In addition to position specific responsibilities, the Assistant Sheriff(s) is accountable for:

- His personal acts and omissions, and when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
  - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for; and
  - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct;
- Maximizing the reverence for human life by critical oversight of the Department's system for reporting, reviewing and training the use of force;
- Supporting and promoting the Department's Core Values, Service Oriented Policing philosophy,

- affirmative action guidelines and the Law Enforcement Code of Ethics by both actions and statements;
- Reinforcing, through actions and statements, the Department's position on discrimination, sexual harassment and cultural diversity;
  - Minimizing the risk of litigation to the County, Department and its employees by monitoring, reviewing, documenting, disciplining and rewarding employee performance, as well as identifying procedures or policies that need changes and recommending those changes to the Undersheriff and Sheriff;
  - Ensuring that professional competence and skillful enforcement of the law remain at the highest levels by instilling such values in subordinate command personnel by word, action, example and inspection;
  - Keeping the public trust by demanding a high degree of personal integrity from all command personnel and, in turn, requiring that they do the same with their subordinates;
  - Demanding nothing less than lawful behavior from subordinate command personnel and, in turn, requiring that they do the same with their subordinates;
  - Promoting community partnerships by mentoring subordinate command personnel;
  - The efficient operation of the Units within their areas of responsibility, as well as ensuring that they operate within their given budget;
  - Knowing the strengths, weaknesses and special skills of his immediate subordinates, and where reasonably possible, those of the other subordinates in his areas of responsibility. Rating his subordinates in a timely and objective manner;
  - Ensuring that personnel assigned to his areas of responsibility receive the appropriate training required for their position and that they are held accountable for the information and direction gained through that training;
  - Ensuring that Department policy and procedures are effectively communicated to all personnel;
  - Ensuring that subordinate personnel have a clear understanding of appropriate and expected conduct when dealing with both co-workers and the community we serve;
  - Keeping the Sheriff and Undersheriff apprised of any problems, issues or significant activities within his areas of responsibility;
  - The quality, timeliness and accuracy of his paperwork, as well as the quality, timeliness and, when appropriate, the accuracy of paperwork prepared at his direction by a subordinate;
  - Maintaining, and where possible, enhancing his professional knowledge and skills, and keeping current on events that affect the Department and his areas of responsibility;
  - Being well groomed and appropriately attired; and
  - Utilizing safe driving techniques while driving County vehicles.
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