

2-02/020.00 - The Undersheriff

The Undersheriff is second in command of the Department and assumes the duties of the Sheriff in their absence. As chief assistant to the Sheriff, the Undersheriff provides advice on administrative issues which include Department direction, legislative and operational concerns, and budgetary and personnel matters.

The Undersheriff, a senior executive, is responsible for the effective management of Department personnel and budget resources. The Undersheriff commands and is responsible for the activities of the assistant sheriff(s), Sheriff's Information Bureau, Legislative Unit (State Representatives), Internal Criminal Investigation Bureau, Professional Standards Division, Administrative Services Division, and Personnel Command.

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

The Undersheriff, in their role of chief assistant to the Sheriff, and as chairman of the Executive Planning Council, must consider the impact of their decisions and those of the Executive Planning Council on the interests of the Department, their areas of responsibility, the members of the Department, and the citizens whom the Department serves. It is incumbent upon the Undersheriff to ensure that the members of the Executive Planning Council work in good faith and cooperation to best serve these interests.

The duties of this classification include the following:

- Ensuring that the oversight responsibility of the assistant sheriff(s) for the efficient administration of divisions and specialized units and/or programs is effectively maintained;
- Advising the Sheriff on administrative and policy matters;
- Participating in strategic planning for the Department as directed by the Sheriff;
- Overseeing responsibility for the planning and implementation of the Sheriff's policies and plans for the Department;
- Supervising the chiefs, division directors, and captains of the Sheriff's Information Bureau, Legislative Unit (State Representatives), Internal Criminal Investigation Bureau, Professional Standards Division, Administrative Services Division, and Personnel Command and indirectly the remaining elements in the chain of command;
- Reviewing administrative investigations on alleged misconduct by personnel and recommending appropriate action to be taken;
- Making public appearances on behalf of the Sheriff; and
- Representing the Sheriff at various commissions, committees, and law enforcement meetings.

In addition to position specific responsibilities, the Undersheriff is accountable for:

- Their personal acts and omissions, and, when reasonable and appropriate, the acts and omissions of their subordinates. In connection therewith, their supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with their rank and authority when they are, or reasonably should be, aware that such measures are called for; and

- A responsibility to use the information and management tools available to them, including but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with their authority, reasonably identifiable Departmental risks or potential employee misconduct;
- Maximizing the reverence for human life by critical oversight of the Department's systems 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, and demanding that subordinate command personnel do the same with their subordinates;
- Reinforcing through actions and statements, the Department's position on discrimination, sexual harassment, and cultural diversity;
- 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;
- Minimizing the risk of litigation to the County, the Department, and its employees by reviewing and either approving or recommending for approval those recommendations submitted by either of the assistant sheriffs or the chief of the Professional Standards Division which identify changes to procedures or policies that are consistent with effective risk management;
- Knowing the strengths, weaknesses, and special skills of their immediate subordinates, and where reasonably possible, those of the other subordinates in their area of responsibility. Rating their subordinates in a timely and objective manner;
- 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, and by demanding that they do the same with their subordinates;
- Promoting community partnerships by mentoring subordinate command personnel;
- Ensuring that Department policy and procedures are effectively communicated to all personnel;
- Demanding nothing less than lawful behavior from subordinate command personnel and, in turn, requiring that they do the same with their subordinates;
- The efficient operation of the units within their area of responsibility, as well as ensuring that they operate within their given budget;
- Ensuring that personnel assigned to their area 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 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 apprised of any problems, issues, or significant activities within their area of responsibility;
- The quality, timeliness, and accuracy of their paperwork, as well as the quality, timeliness and, when appropriate, the accuracy of paperwork prepared at their direction by a subordinate;
- Maintaining, and where possible, enhancing their professional knowledge and skills, and keeping current on events that affect the Department and their areas of responsibility;
- Utilizing safe driving techniques while driving County vehicles; and
- Being well groomed and appropriately attired.

