

HIDALGO COUNTY SHERIFF'S OFFICE

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| Job Title: Chief Deputy | FLSA Status: | Exempt |
| Department: 280-001 | Civil Service Status: | Exempt |

SUMMARY:

Will be assigned to oversee both criminal enforcement and adult detention center. The Chief Deputy is the first executive officer to the Sheriff. The Chief Deputy is the Sheriff's designee in all matters regarding the operations, administration and fiscal matters of the Hidalgo County Sheriff's department and Adult Detention facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the area of the Sheriff's Department to which assigned, will be responsible for the administration and delegation of authority to ensure the correct and efficient performance of its supervisors and subordinate personnel in carrying out the following:

Administrative Duties

- Conceive and prepare statistical information for the criminal enforcement and/or detention division and department related concerns, functions or activities;
- Make formal presentations to governmental boards as required;
- Prepare for consideration any new policy or change in current policy for the improved operation of criminal enforcement and/or detention;
- Directly oversee all aspects of finances involving the different budgets of the Sheriff.
- Ensure that all records and legal documents are properly documented, maintained and stored;
- Act on behalf of the Sheriff during his/her absence;
- Regular attendance is a must
- Ability to work well with others.

SUPERVISORY RESPONSIBILITIES

- Will supervise those commanders, captains, lieutenants, sergeants, investigators, deputy sheriffs, detention officers, communication officers, and civilian personnel.
- Will ensure that subordinate personnel in his/her charge carry out day to day duties as defined by job descriptions, level of responsibilities, department goals, and applicable federal and state laws;

- Shall report both orally and in written form, poor job performance, violations of department policy, and violations of federal and state laws involving any subordinate.

QUALIFICATONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Must complete and pass, oral interview by the Sheriff or his designate, background investigation and other tests announced in the application process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma or GED.
- Must have a minimum of fifteen (15) years of active law enforcement related experience.

CERTIFICATES, LICENSES & REGISTRATION

- Must possess a current Advanced Peace Officer license from Texas Commission on Law Enforcement Officers Standards and Education;
- Must possess a valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions; departmental policy, rules, regulations and laws;
- Ability to establish and maintain effective working relationships with other employees and officials, law enforcement agencies and the general public;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to learn the use and care of vehicles, firearms and specialized equipment;
- Ability to communicate effectively orally and in writing;
- Good physical condition
- Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division; and ability to use decimals and percentages in solving such problems.
- Ability to speak, read and write in the English language;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;

- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of employees or organizations;
- Ability to speak and write in Spanish preferred.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use hands to finger, handle or feel objects, tools or controls and talk and hear. The employee is required to stand, walk, and reach with hands and arms. The employee is required to sit, climb or balance, run, jump, stoop, kneel, crouch or crawl. The employee may have to physically subdue and restrain uncooperative suspects, prisoners and/or inmates.

The employee must regularly lift and/or move up to ten (10) pounds, occasionally lift and/or move up to twenty-five (25) pounds, and in emergency situations, lift persons with body weight ranging from 100 to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in various types of outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives; and is occasionally exposed to fumes or airborne particles; and toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENT

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following.

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality
- Demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations.

HIDALGO COUNTY SHERIFF'S OFFICE

Job Title: Division Commander

FLSA Status: Exempt

Department: 280-001

Civil Service Status: Exempt

SUMMARY:

Will be assigned to Criminal Enforcement. Will supervise subordinate personnel who perform primarily undercover and surveillance work, patrol work, civil and criminal process serving, investigative work, records maintenance, or procurement and inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the area of the Sheriff's Department to which assigned, will be responsible for the administration and delegation of authority to ensure the correct and efficient performance of its supervisors and subordinate personnel in carrying out the following:

Criminal Enforcement:

- Schedule working hours for subordinate personnel;
- Ensure that patrols of assigned areas (generally by vehicle, to prevent crimes and enforce laws and regulations) are carried out on a day to day basis;
- Ensure that response to emergency calls and routine complaints are performed and that the necessary action is taken;
- Ensure that traffic citations are issued and traffic safety is adhered to;
- Ensure that traffic accidents and crimes against persons and property are properly investigated and assist federal, state and local law enforcement officials;
- Keep records of activities and make reports concerning crimes, complaints, accidents and investigations;
- Ensure that cases with the District Attorney or U.S. Attorney are properly filed;
- Ensure that the lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution are made when proper to do so;
- Ensure that felony, misdemeanor and mental commitment warrants and arrests are made;
- Ensure that court papers including, writs, summons, subpoenas, capias, etc., are served;
- Ensure that witnesses and suspects are questioned and proper statements or depositions are taken;
- Assist other law enforcement agencies as needed;

- Schedule the surveillance of suspects and assigned locations;
- Conduct background investigations on applicants for law enforcement and corrections positions;
- Ensure that the proper procedures are followed when gathering and labeling evidence, taking photographs and fingerprints;
- May address and work with community groups to promote good public relations and to inform citizens of police activities and crime prevention;
- May be responsible for animal control, especially relating to cattle on roadways;
- Responsible for the extradition of prisoners;
- Approve subordinate's reports and insure subordinates complete their daily assigned duties.
- Regular attendance is a must.
- Ability to work well with others.

ADMINISTRATIVE DUTIES:

- Conceive and prepare statistical information for the criminal enforcement and/or detention division and department related concerns, functions or activities;
- Make formal presentations to governmental boards as required;
- Prepare for consideration any new policy or change in current policy for the improved operation of criminal enforcement and/or detention;
- Ensure proper procedures are followed for the procurement of equipment and establishing proper inventory procedures;
- Ensure that all records and legal documents are properly documented, maintained and stored;
- Act on behalf of the Sheriff or Chief Deputy during their absence;

SUPERVISORY RESPONSIBILITIES:

- Will supervise those captains, lieutenants, sergeants, investigators, deputy sheriffs, communication officers, and civilian personnel, that have been placed in his/her charge;
- Will ensure that subordinate personnel in his/her charge carry out day to day duties as defined by job descriptions, level of responsibilities, department goals, and applicable federal and state law;
- Shall report both orally and in written form, poor job performance, violations of department policy, and violations of federal and state laws involving any subordinate or officer of same or higher rank, through established chain of command.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Must complete and pass, oral interview

by the Sheriff or his designate, background investigation and other tests announced in the application process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma or GED.
- Ten years experience as a Peace Officer immediately preceding the date of application;
- Five (5) to eight (8) years of required experience as supervisor of peace officers;
- Two (2) years of administrative background.
- Bilingual is preferred.

CERTIFICATES, LICENSES & REGISTRATION

- Must possess a current Advanced Peace Officer license from Texas Commission on Law Enforcement Officers Standards and Education;
- Must possess a valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions; departmental policy, rules, regulations and laws;
- Ability to establish and maintain effective working relationships with other employees and officials, law enforcement agencies and the general public;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to learn the use and care of vehicles, firearms and specialized equipment;
- Ability to communicate effectively orally and in writing;
- Good physical condition
- Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division;
- Ability to use decimals and percentages in solving such problems.
- Ability to speak, read and write in the English language;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
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- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

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- Operating assigned equipment

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- Making sound decisions and using good judgment
- Maintaining confidentiality
- Demonstrating intellectual capabilities

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