

## **Required/Preferred Skills, Knowledge and Abilities**

### **Chief Deputy**

#### **Brown County Sheriff's Office**

**Job Title:** Chief Deputy

**Office:** Brown County Sheriff's Office

**Job Classification:** Chief Deputy

**Approved By:** Sheriff

**Posting Dates:** August 21, 2024 to September 21, 2024 @ 1500 HRS

**Salary Range:** \$70,000 - \$74,000

#### **Required Skills, Knowledge and Abilities:**

- Applicant must be a Citizen of the United States.
- Must live reside in Brown County or be willing to relocate within one (1) year of appointment.
- Applicant must possess a valid operator's license.
- Must possess a high school diploma or G.E.D.
- Applicant must possess Ohio Peace Officer Training Academy (O.P.O.T.A) certification demonstrating completion of basic police academy.
- Must have successfully completed three (3) year assignment in a supervisory position of sergeant or higher in a full time law enforcement agency.
- Must have completed First Line Supervision course from a recognized training agency.
- Applicant must possess physical capability to successfully use lethal and non-lethal tools.
- Applicant must be able to operate a patrol vehicle in various conditions.
- Applicant must possess the physical capability to take suspects into custody.
- Must not have been convicted of a felony, domestic violence, or perjury.

#### **Preferred Skills, Knowledge and Abilities:**

The applicant should possess basic computer skills and strong writing skills. Previous experience in police supervision or supervision and academic training in patrol or law enforcement topics would be beneficial. Completion of law enforcement supervision or leadership training courses such as P.E.L.C., FBI National Academy, John Glenn Public Safety Leadership Academy for Law Enforcement, or Northwestern University School of Police Staff and Command Course is preferred. Associate or a Bachelor's Degree in criminal justice or related field is beneficial.

## **Job Description – Chief Deputy**

### **Brown County Sheriff's Office**

The Chief Deputy assigned to the Brown County Sheriff's Office will act in lieu of the sheriff. He or she will engage in direction and supervision, conducting personnel management actions to increase Office efficiency. He or she will conduct administrative actions and information analysis/information dissemination to inform and develop sound crime reduction strategies. The Chief Deputy will conduct community relations and information actions to maintain public support and manage Office training and inspection programs. The Chief Deputy will conduct crime prevention and crimes against persons/property. The Chief Deputy will use lethal and non-lethal weapons in accordance with Office policy and manage and/or engage in vehicle pursuits in accordance with Office policy. The Chief Deputy will conduct criminal investigations and forward active cases to the detective section.

*The Brown County Sheriff's Office is an equal opportunity employer.*

## Task Analysis

### Chief Deputy

#### Brown County Sheriff's Office

There are two main components of the task analysis: the tasks to be performed and their respective frequencies of performance. First, the tasks are listed on the left and represent independent work units that reflect something to be done by the individual holding this position. Each task should stand alone, and each contains many sub-unit tasks which are listed on the task analysis amplification.

Second, the frequency of the performance for each task is listed to the right of the specific task. The frequency does not carry a specific time reference although there is an inherent assumption that the more frequently a task is performed, the more time that is devoted to that specific task. The frequency scale used herein ranges from 3.0 to 1.0 and is broken down as follows: a. Very Frequently 3.0; b. Frequently 2.0; c. Occasionally 1.0.. The caption FREQUENCY - and a numerical designation are printed above the task analysis amplification where appropriate. Each caption is followed by a listing of task and the sub-units inherent in each task.

The criticality of each task listed is identified in the frequency that the task is performed or a designation of “**critical task** ”. The more frequent a specific task is performed, the more critical it is for the performer to possess the skills, knowledge, and abilities to complete this task successfully. The individual assigned to this specific position must be able to perform those tasks that are identified as frequent tasks to be successful in this position. Certain tasks may be infrequent but must be performed successfully to avoid a major negative impact upon the individual and/or organization. These infrequent critical tasks are identified with the designation “**critical task** ” in both the task list and the task analysis amplification.

This task analysis is mathematically accurate and should serve as the foundation for building a job description which is job related. The task analysis is flexible and should be updated as changes in various components of the task analysis occur.

Task Analysis Amplification

Chief Deputy

<b>TASK</b>	<b>FREQUENCY</b>
Direction and Supervision	3.0 - Very Frequently
Personnel Management	3.0 - Very Frequently
Administrative Procedures	3.0 - Very Frequently
Data Collection/Information Dissemination	3.0 – Very Frequently
Community/Public Relations	2.0 - Frequently
Training	2.0 – Frequently
Inspections	2.0 – Frequently
Preventative Patrol	1.0 - Occasionally
Crimes Against Persons/Property	1.0 – Occasionally
Custody of Prisoners	1.0 – Occasionally
Use of Lethal/Non-Lethal Weapons ( <b>critical task</b> )	1.0 – Occasionally
Pursuit Vehicle Operation ( <b>critical task</b> )	1.0 – Occasionally
Detective/Investigator	1.0 – Occasionally

## Chief Deputy

### FREQUENCY - 3.0

1. Direction and Supervision to include: (a) reviews policy and procedure, (b) provides input in the planning process to include long and near term planning, (c) organizes section activity,(d) makes decisions, (e) coordinates actions within Office sections, (f) delegates authority, (g) controls/assigns personnel, (h) responsible for new program development, (i) engages in problem-solving activities, (j) evaluates Office activity, (k) monitors work schedule, (l) acts in lieu of the Sheriff when he/she is unavailable, (m) coordinate activity of the drug task force with the drug task force commander.

### FREQUENCY - 3.0

2. Personnel Management to include: (a) provides for evaluation, (b) resolves personnel problems and conflicts, (c) identifies potential personnel problems (d) promotes positive working relationships, (e) provides disciplinary actions as necessary (f) communicates with the Sheriff (g) develops appropriate rewards system, (h) promotes Office morale and motivation, (i) promotes career development and growth, (j) manages the hiring process for new employees.

### FREQUENCY – 3.0

3. Administrative Procedures to include: (a) tracks Office activity, (b) produce monthly, annual, and section specific activity reports, (c) analyze information and data necessary to provide input into long range planning process, (d) supervises compliance with Office directives and personnel standards, (e) reviews and refines all Office policies/procedures, (f) develop formats of computer-generated forms that record various actions and activities of specific departmental sections, (g) assign tracking numbers to new forms generated, (h) assists in identification and development of new contracted services/equipment.

### FREQUENCY – 3.0

4. Data Collection/Information Dissemination to include: (a) gathering information relating to Office activity, (b) collating Office information and conducting monthly staff meetings to share this information, (e) producing special action reports as requested or necessary, (f) conducting research related to law enforcement issues and sharing such research with the Sheriff, (g) analyzing data/computer generated reports to identify crime trends and developing assignments for road patrol/detective section to address crime trends.

Task Analysis Amplification

## Chief Deputy

### FREQUENCY - 2 .0

5. Community/Public Relations to include: (a) promotes Office public relations, (b) leads by example in the public relations realm, (c) participates in citizen groups/meetings, (d) promotes community relations (e) promotes intra-inter department cooperation, (f) facilitates cooperation with other police/fire agencies (g) supports and develops community-orientated police initiatives, (g) provides media interviews in lieu of the Sheriff, (h) engages in public speaking in lieu of the Sheriff.

### FREQUENCY – 2.0

6. Training to include: (a) monitors Office activities, (b) suggests/recommends areas for improvement, (c) promotes probationary training program, (d) implements in-service training program, (e) monitors training program outcomes, (f) delegates authority for individual training, (g) provides input into annual training plan, (h) schedules advanced specialty training.

### FREQUENCY – 2.0

7. Inspection to include: (a) ensure compliance with policy and procedures, (b) inspects all Office reports (c) inspects selected Office assigned equipment, (d) identifies/replaces damaged/non-functional equipment (e) assists in monitoring to ensure that all maintenance is conducted on Office equipment, (f) periodically insures uniform compliance.

### FREQUENCY – 1.0

8. Preventive Patrol to include: (a) reduce criminal activity, (b) encourage citizen awareness, (c) recognize potential for criminal activity, (d) cultivates information sources, (e) relays criminal activity, (f) recommends patrol zones, (g) maintains open communication with road section, (h) maintains equipment.

## Task Analysis Amplification

## Chief Deputy

### FREQUENCY – 1.0

9. Crimes Against persons/Property to include: (a) supervises the collection of information, (b) assures the application of relevant investigative techniques, (c) collects/processes evidence and takes statements from witnesses (d) conducts criminal investigation to conclusion, (e) insures compliance with legal requirements concerning apprehension, (f) insures all elements of crime reports are complete.

### FREQUENCY – 1.0

10. Custody of Prisoners to include: (a) verifies proper arrest procedure was adhered to, (b) insures transport vehicle is clear of contraband, (c) reviews search procedures, (d) reviews booking procedures, (e) assesses detainee safeguards, (f) reviews transportation procedures, (g) insures photographs and fingerprint procedures are followed.

### FREQUENCY - 1.0 (Critical Task)

11. Use of Lethal/Non-Lethal Weapons to include: (a) successfully complete all required Office qualifications relating to lethal and non-lethal weapons, (b) display the necessary physical skills, stamina, and coordination required to complete lethal and non-lethal weapons training to standard, (c) demonstrate appropriate decision-making skills when using lethal and non-lethal weapons in the course of employment, (d) use lethal and non-lethal weapons in accordance with Office policy and current legal standards, (e) complete all required notification and reporting procedures regarding the use of lethal and non-lethal weapons.

### FREQUENCY - 2.0 (Critical Task)

12. Pursuit Vehicle Operation to include: (a) identification of vehicle(s) engaged in criminal acts, (b) exercising appropriate decision-making skills in conjunction with Office policy regarding vehicle pursuits, (c) informing dispatch and command personnel of involvement in vehicle pursuit, (d) operate vehicle with due regard for others, (e) seek to terminate pursuit as rapidly as possible, (f) complete all required notification and reports upon termination of pursuit.

## Task Analysis Amplification

## Chief Deputy

### FREQUENCY – 1.0

13. The detective/investigator will investigate crimes against persons/property to include: (a) collects all information, (b) applies relevant investigative techniques, (c) collects evidence, (d) conducts required follow-up interviews/evidence analysis, (e) complies with legal requirements when apprehending, (f) demonstrates effective interview techniques (g) produces accurate and complete reports, (h) provides effective testimony, (i) evaluates and screens cases, (j) forwards cases to the detective section for further investigative action as needed.