

DEPUTY SHERIFF - LIEUTENANT COLONEL

GRADE PS24

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work assisting with the direction of all activities of the Sheriff's Office; does related work as required. Work is performed under general supervision. Supervision is exercised over all personnel in the absence of the Sheriff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Managing law enforcement and department activities in the absence of the Sheriff; coordinating work with the Sheriff, other law enforcement agencies and department directors.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acts as Sheriff in Sheriff's absence.
- Supervises the Sheriff's Office divisions through division commanders; directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; interviews and selects employees; resolves personnel and departmental problems.
- Prepares budgets for assigned divisions for state and County officials; administers state and federal grants.
- Develops and implements new policies and procedures; updates existing policies and procedures.
- Develops bid specifications for major purchases; approves all Sheriff's Office expenditures.
- Makes presentations to civic and government groups as required; attends and participates on various committees.
- Engages in public relations and community service activities and events; conducts interviews with media outlets; approves and disburses all press releases.
- Performs law enforcement duties; serves as lead investigator on all internal affairs investigators.
- Serves as range master.
- Coordinates activities with the law enforcement agencies and bureaus.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; thorough knowledge of the geography of the County; ability to evaluate the effectiveness of the law enforcement operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; ability to establish and maintain effective working relationships with County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited college or university with major course work in Criminal Justice or related field and extensive experience of a wide and progressively responsible nature in law enforcement including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must meet and maintain department and state training and education requirements for position. Must have ability to pass physical.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

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