



Fluvanna County, Virginia  
Sheriff's Office  
Job Description

**Chief Deputy Sheriff- Major**

<b>Job Class #:</b>	6010
<b>Pay Grade:</b>	112
<b>Category:</b>	Full-time, with Benefits
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Sheriff

**SUMMARY**

Performs work as a sworn law enforcement executive. May also perform field or response level law enforcement work as needed. Appointed by the Sheriff, the Major serves as second in command of the Fluvanna County Sheriff's Office. The Major assumes the responsibilities of the Sheriff in his absence. The Major supervises all sworn staff and law enforcement operations. The Major observes and evaluates the needs of the Sheriff's Office and the community to assist the Sheriff in planning, preparing, and executing policies, strategic plans, and budgetary needs. Appointee serves at the pleasure of the Sheriff.

**ESSENTIAL FUNCTIONS**

- Follows and ensures subordinates follow Agency general orders, rules, and regulations and the Law Enforcement Code of Ethics.
- Enforces state and local laws and ordinances.
- Responsible for the effective supervision, overall management, and coordination of all law enforcement activities and sworn staff.
- Performs law enforcement administrative management duties to include; planning, operational oversight, preparing reports and correspondence, monitoring agency budget, and overseeing agency equipment needs.
- Oversees training programs.
- Ensures agency documents are properly completed, secured, and maintained.
- Ensures calls for service, court process service, and court security are conducted in an effective and efficient manner.
- Makes arrests, testifies in Court, and assists other deputies.
- Prepares and reviews performance evaluations; handles disciplinary actions; and approves and monitors leave requests.
- Ensures citizen complaints and internal administrative investigations are properly conducted and documented.
- Oversees daily operations of all sworn staff.
- Ensures Agency's General Orders are complete, current, and meet legal and industry standards.
- Acts as Agency head in Sheriff's absence.
- Helps prepare and administer office budget.
- Coordinates with other emergency management agencies for disaster planning and response.
- Liaisons with county human resources director to ensure sheriff's office practices are congruent with lawful employment practices.

- Observes, assists, mentors, trains and evaluates subordinate activities to ensure they perform their assigned task, duties, and responsibilities.
- Provides support and guidance to subordinates during operations and ensures proper resources are available and properly allocated.
- Ensures the quality delivery of law enforcement services to the citizens of Fluvanna.
- Counsels, guides and initiates corrective action relating to subordinates and ensures such actions are properly documented.
- Maintains and promotes confidentiality in all personnel matters.
- Plans, organizes, directs, coordinates, and supervises large scale critical incidents or events.
- Ensures all sworn staff training is conducted in accordance with VA DCJS and industry standards.
- Helps prepare and administer Department budget.
- Provides guidance to subordinate supervisors in the office with respect to evaluating, counseling, motivating, and disciplining employees.
- Promotes positive community relations and attends community events.
- Makes appropriate releases of information to the media and the public.
- Conducts internal affairs investigations in accordance with policy and procedure.
- Prepares or causes to be prepared special reports, surveys, and other documentation as required.
- Develops and maintains cooperative and professional relationships with representatives from other agencies, departments and organizations.
- Promotes positive community relations and attends community events.
- Performs law-enforcement related emergency management functions.
- Supports the chain of command and promotes a healthy, safe, harassment free and responsive work environment that serves to encourage a positive command climate and good morale.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of the laws and regulations relating to law enforcement administration.
- Extensive knowledge of office policy and procedures.
- Extensive knowledge of the Code of Virginia, case law, and county ordinances.
- Thorough knowledge of the geography of the County and the location of important buildings and critical infrastructure.
- Thorough knowledge of human resource management.
- Strong ability to assign, direct and supervise the work of subordinate staff.
- Strong ability to give, receive, and implement oral and written instructions.
- Strong ability to prepare clear, comprehensive reports.
- Strong ability to review and correct reports of others.
- Strong ability to deal courteously, firmly and tactfully with the public.
- Strong ability to analyze situations and to adopt quick, effective and reasonable courses of action.
- Strong ability to maintain cooperative relationships with other County officials and with the general public.
- Strong ability to show empathy, build community trust, and serve with dignity in a dynamic law enforcement climate.
- Ability to maintain proficiency in the use of firearms, less-lethal weapons, defensive tactics, and the emergency operation of a motor vehicle.
- Ability to create and implement strategic planning.

#### **ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- Any combination of education and experience in the field of law enforcement, public administration or related field and extensive experience of a wide and progressively responsible nature in police administration, including considerable supervisory experience.
- A minimum of an Associate's degree. Preference may be given to candidates with advanced degrees, certifications in a related field, and/or any combination of education and experience in the field of law enforcement.
- Completion of an advanced law-enforcement leadership training (FBI NA, SPI, PELS) is preferred.
- Minimum of 10 years of law enforcement experience.
- Must meet Virginia mandated in-service training requirements.
- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- Must meet and maintain all Commonwealth of Virginia, Department of Criminal Justice Services, Fluvanna County Sheriff's Office, and specialized training/education/certification requirements for the appointed position.
- Must currently hold Virginia DCJS law enforcement certification and maintain such certification for entirety of appointment.
- Must currently hold, or obtain within one year of appointment, NCIC/VCIN Level B certification, at a minimum, and maintain such certification for entirety of appointment.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- This position requires the ability to work a variety of hours, scheduled or unscheduled, to respond to incidents 24 hours, 7 days a week, which includes, nights, weekends, holidays, inclement weather, and during and following natural disasters and emergency situations.
- This position is considered an Essential Personnel position within the Sheriff's Office and is subject to recall to duty in accordance with Sheriff's Office policy, procedure, or Sheriff's mandate.
- This is a salaried position and does not receive overtime compensation.
- Appointee may be assigned to any division, section, unit, or assignment as needed.
- Must be able to lawfully possess a firearm.
- Must be legally eligible to serve as a law enforcement officer in the Commonwealth of Virginia.
- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and other repetitive motions for extended periods of time.
- Work requires effective vocal communications.
- Work requires hearing ability to perceive information at normal spoken word levels, and to receive detailed information through oral communications and to make fine distinctions in sound.
- Work requires visual acuity for depth perception, color perception, night vision, and peripheral vision.
- Work will be performed both indoors and outdoors and in extreme weather conditions, i.e. heat, cold, rain, snow, etc.
- Work will be performed in a stressful environment, at personal peril, stemming from receipt of emergency response calls.
- The appointee may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.
- Work requires the ability be able to wear a duty belt, bullet resistant and/or load bearing vest and all applicable issued gear for over 12 hours.
- Work requires the maintenance of appropriate physical fitness to perform all job tasks.
- May be required to submit to employment related alcohol, drug, or polygraph testing in accordance with sheriff's office policy.
- Must be available for emergency communications by radio or telephone, regardless of duty status, 24 hours a day/7 days a week, unless prior approval from the Sheriff has been granted.

<b>POST OFFER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>Requires satisfactory results from a comprehensive background investigation to include a past employment, local, state and federal criminal history check, DMV check, sex offender registry and credit check.</li> <li>Requires satisfactory results from a medical and psychological evaluation and pre-employment substance abuse testing.</li> </ul>			
<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
9/15/2020	10/26/2020	10/26/20	11/04/2020