

**PENOBSCOT COUNTY SHERIFF'S OFFICE**  
*JOB DESCRIPTION*

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**TITLE:** Chief Deputy

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**DATE:** June 15, 2006

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**APPROVED BY:** *Sheriff Glenn Ross*

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**REPLACES:**

**DATED:** March 8, 2010

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**I. IDENTIFICATION**

Job Title: Chief Deputy

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Sheriff

Supervises: Entire agency

**II. JOB SUMMARY**

State law establishes the position of chief deputy. The chief deputy is the senior assistant to the sheriff and exercises command over all the personnel of the department. The chief deputy is appointed by the sheriff consistent with Maine Statutes:

**Title 30A §383 Chief Deputy**

1. **Appointment.** As soon as possible after taking office, the sheriff in each county shall appoint a chief deputy to serve under the sheriff. The appointment must be in writing, signed by the sheriff, and recorded in the office of the county commissioners in the county. The appointment is not valid until recorded, except by operation of law or by vacancy in the office of the sheriff.
2. **Tenure.** The chief deputy serves at the will of the sheriff.
3. **Powers and duties.** The chief deputy has all the powers and duties of a deputy sheriff and is subject to the direction of the sheriff in the administration of that office.
4. **Official misconduct.** The sheriff is responsible for the official misconduct or neglect of the chief deputy.

5. **Commission.** Before receiving a commission, every person appointed chief deputy under section §383, or appointed a deputy under section 381, shall give bond to the Treasurer of State with at least three (3) sufficient sureties, or with the bond of a surety company authorized to do business in this State as surety, in the sum required by the county commissioners of that county, conditioned for the faithful performance of the duties of that office. The bond of the chief deputy must be filed and approved in the same manner as is required for the bond of a sheriff under section 372, subsection 2, and all of that subsection applies to these bonds. The county may furnish a bond for all full-time and part-time deputies that complies with this section. That bond must be recorded in the county records. Surety and fidelity insurance coverage provided by a public sector self-funded risk pool organized pursuant to section 2253 in a sum equal to or exceeding the sum required by this section is deemed to comply with the requirements of this section.
  
6. **§385. Filling a vacancy in sheriff's office – chief deputy's powers.** If the office of sheriff becomes vacant because of death, resignation or otherwise, the chief deputy shall have and exercise the same rights and powers and be subject to the same duties and liabilities as a sheriff until the vacancy in the office of sheriff is filled as provided in the Constitution of Maine and the new sheriff has qualified under law.

### **III. CORE ELEMENTS OF THE JOB**

#### **A. Essential Job Functions\*\***

1. Have managerial and budgetary expertise to manage the operations of an agency.
2. Have knowledge of the Corrections Standards as developed by the Maine Department of Corrections.
3. Have knowledge of the State and Federal Labor laws and the ability to negotiate and work within applicable collective bargaining agreements.
4. Fulfill the duties of the sheriff in his/her absence and to carry on the day-to-day activities of the department including all divisions.
5. Ability to schedule staff, supervise personnel, manage grants, manage citizen issues and complaints, communicate with other departmental members.

#### **B. Other Related Duties / Responsibilities**

1. In addition to the above essential functions, other required job duties and functions will be expected to be performed by the chief deputy. These duties will include, but are not limited to, the following:
  - a. Participate in departmental and supervisory meetings, and may sit on various boards and panels.
  - b. Participate in mandatory training to maintain certification by the Maine Criminal Justice Academy as a certified law enforcement officer.
  - c. Is the commander of the law enforcement division.

## IV. SPECIFICATIONS / QUALIFICATIONS

### A. Education / Training (Minimum Required and Preferred)

- Graduate of the Maine Criminal Justice Basic Police School:

§2804-C. Basic law enforcement training; core curriculum requirements

1. Required. As a condition to the continued employment of any person as a full-time law enforcement officer by a municipality, a county, the State or any other nonfederal employer, that person must successfully complete, within the first twelve (12) months of initial employment, the basic training course at the Maine Criminal Justice Academy approved by the board. If a person's failure to comply with this requirement was a result of that person's failure to satisfy any of the admission standards applicable to the basic training course and that person is subsequently employed as a full-time law enforcement officer within twelve (12) months of termination of the initial employment by a municipality, a county, the State or any other nonfederal employer, the person must have satisfied all the admission standards to the satisfaction of the board at the time of hire. As a condition of continued employment as a full-time law enforcement officer, the officer must satisfactorily maintain the basic certification by completing the recertification requirements prescribed by the board. The board, under extenuating and emergency circumstances in individual cases, may extend the 12-month period for not more than 180 days. The board also, in individual cases, may waive the basic training requirement when the facts indicate that an equivalent course has been successfully completed. This section does not apply to any person employed as a full-time law enforcement officer by a municipality on September 23, 1971 or by a county on July 1, 1972.
- Continuing in-service training to meet the requirements of the Maine Criminal Justice Academy as determined by the Board of Directors:

#### **§2804-E. In-service law enforcement training**

1. *Required. As a condition to the continued employment of a person as a law enforcement officer with the power to make arrests or the authority to carry a firearm in the course of duty by a municipality, county, the State or other nonfederal employer, that person must successfully complete in-service training as prescribed by the Board.*
2. *Role of board. The board shall establish in-service training requirements, consistent with subsection 1, coordinate delivery of in-service training with postsecondary schools and other institutions and law enforcement agencies and administer in-service training programs. The in-service recertification training requirements must include information on new laws and court decisions and on new enforcement practices demonstrated to reduce crime or increase officer safety. The board shall consider and encourage the use of telecommunications technology in the development and delivery of in-service training programs.*

*In establishing the recertification training requirements, the board shall cooperate with the state and local departments and agencies to which the in-service requirements apply to ensure that the standards are appropriate. In-service training may not be applied to satisfy in-service recertification training requirements unless it is approved by the board.*

**B. Job Related Experience (Minimum Required and Preferred)**

1. Prefer 5-year full-time law enforcement experience and/or correctional experience.

**C. Special Skills**

1. Basic computer skills and knowledge preferred.
2. Must be able to perform and prioritize multiple tasks efficiently while under stress.
3. Must be able to demonstrate leadership abilities.
4. Must be able to deal effectively with aggressive, distraught, emotional, unpredictable, and deviant behavior.

**D. Cognitive Requirements**

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Able to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, state, federal laws, rules, and regulations applicable and enforced by the Penobscot County Sheriff's Office.
4. Ability to comprehend the Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
5. Knowledge of general police methods.
6. Knowledge of laws regarding inmates' rights.
7. Quickly assess available facts and make sound decisions.

**E. Physical Requirements**

- Able to pass the departmental physical assessment test at time of application and the Maine Criminal Justice Academy pre-entrance physical assessment test.
- Able to pass the departmental pre-employment physical and drug testing pursuant to policy 32.02.11 *Applicant Substance Testing*.

**F. Work Environment**

1. Subject to change daily due to the broad range of responsibilities.

- Combination of office, cruiser, and outdoor environments.

## **V. NON-ESSENTIAL FUNCTIONS (PREFERRED)**

1. Possess law enforcement and administrative related specialty skills – preferred.

\*\*External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.