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Specifications for the Class:

DEPUTY SHERIFF V

CLASS DISTINGUISHERS

Positions in this class serve as branch chiefs within the Sheriff Division. The Sheriff Division provides statewide law enforcement and protective services to preserve the public peace, prevent crime, and protect the rights of persons and property under the jurisdiction of the Department of Public Safety.

Positions are responsible for managing branch operations including the planning, coordinating and directing of branch law enforcement activities through subordinate supervisors in accordance with policies and procedures; overseeing the enforcement of policies and procedures, laws and rules within the jurisdiction of the Sheriff Division; determining branch priorities; and coordinating training and other personnel requirements.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in the class.)*

1. Organizes, directs, and supervises the branch activities through subordinate supervisors and makes assignments to provide effective law enforcement services such as for the execution of court orders; the eviction of persons from State owned property; detection of explosive devices, suspicious packages, etc.
2. Conducts briefings as needed for subordinate supervisors to ensure that they are kept apprised of events, demonstrations, and/or changes to laws or policies and procedures.
3. Oversees incidents where arrests are imminent or where there is a potential for violence or possible harm to persons.
4. Coordinates and executes the narcotic and contraband searches at correctional and judicial facilities, Honolulu International Airport, and other agencies as requested.
5. Reviews and makes recommendations for changes to existing policies or for implementation of new policies.

6. Oversees the enforcement of policies and laws and the apprehension of individuals committing unlawful offenses.
7. Assists in the preparation of program budget requests and ensures expenditures are in accordance with the allocated budget.
8. Evaluates the performance of subordinate staff to ensure assignments are appropriately completed and in compliance with laws, rules and regulations, processes and procedures.
9. Reviews, investigates, and resolves grievances and other complaints with or without union intervention and attends hearings if grievances are not resolved.
10. Attends training sessions related to law enforcement or homeland security purposes; and directs, coordinates, and participates in Civil Defense training exercises or terrorist threat response training or bio-chemical warfare training for preparation in the event of a disaster.
11. Oversees personnel transactions such as leave requests, personnel incidents, misconduct allegations, required training, hiring process, promotions, etc.
12. Evaluates job performance appraisals of subordinate staff and responsible for any disciplinary action.

KNOWLEDGE AND ABILITIES REQUIRED: The knowledge and abilities required in order to effectively perform the key duties for this class are indicated in the following table.

"P" indicates prerequisite knowledge and abilities, which must be brought to the job.
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

KNOWLEDGE OF:		
1.	Principles and practices, methods and techniques of law enforcement such as crime prevention, patrol and surveillance, arrest and evidence, search and seizure, inspection and investigation, etc.	P
2.	Organization, functions, policies and procedures of the Sheriff Division.	P
3.	The jurisdiction and responsibilities of county, State and federal law enforcement agencies.	P
4.	Laws and ordinances of the counties and State that are subject to enforcement by the Sheriff Division.	P
5.	Court procedures, writs and processes.	P

KNOWLEDGE OF:		
6.	Appropriate criminal laws.	P
7.	Crime trends and court decisions relating to law enforcement.	P
8.	Use of firearms, ammunition and other related equipment.	P
9.	Report writing.	P
10.	Principles and practices of supervision and management.	P

ABILITY TO:		
1.	Plan, direct, coordinate, evaluate and manage operations of a law enforcement program.	A
2.	Plan & direct the work of subordinates.	P
3.	Utilize and/or deploy personnel effectively.	P
4.	Interpret and apply laws, rules and regulations.	P
5.	Establish and maintain effective working relationships with personnel of other agencies, jurisdictions, and the general public.	P
6.	Communicate effectively, orally and in writing.	P
7.	Write correspondence and prepare clear and concise reports.	P

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement

Graduation from high school, or equivalent, with satisfactory completion of courses demonstrating knowledge of English grammar, spelling, and punctuation; and ability to read and comprehend complex written material, and write clear, factual reports.

Desirable/Preferred Education

Graduation from an accredited four (4) year college or university with a bachelor's degree, which demonstrated the ability to write clear and comprehensive reports, read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience:

General Experience: Two (2) years of work experience which demonstrated the following abilities: (1) read and comprehend complex material, such as rules and

regulations; (2) write clear, factual reports; and (3) meet and deal effectively with people. Such experience must demonstrate the ability to read, write, understand and communicate effectively with others in English.

Specialized Experience: Two (2) years of responsible work experience in the enforcement of laws and rules which involved the exercise of all the powers and authority of a police officer, including the power of arrest, and which involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. Such experience must have demonstrated knowledge of and ability to apply statutes and rules; principles, practices, methods, and techniques of law enforcement such as patrol and surveillance, inspection and investigation, arrest and evidence, search and seizure; report writing; court procedures; and the use of firearms.

Supervisory Experience: Two (2) years of responsible experience which involved supervising law enforcement officers in the performance of law enforcement activities. Creditable supervisory experience must have included the full range of supervisory duties including: (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance. At least one (1) year of the supervisory work experience must have been comparable to the class Deputy Sheriff IV level in the State service.

Substitutions Allowed

One (1) year of excess work experience, as described in the General or Specialized Experience section, may be substituted for the required high school education.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Special Requirements

Applicants must meet all federal and State regulations applicable to the carrying, use and possession of firearms and ammunition.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

These are the first specifications for the new class DEPUTY SHERIFF V.

DATE APPROVED: 3/22/16

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