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Specifications for the Class:

FIRST DEPUTY SHERIFF

CLASS DISTINGUISHERS

The sole position in this class serves as a full assistant to the administrator (Sheriff) of 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.

The First Deputy Sheriff is responsible for assisting the Sheriff in managing the day-to-day operations of the division. The responsibility includes planning, directing and coordinating the activities of the division, managing a large workforce of law enforcement officers located on all of the major islands, and participating in policy formulation, and budget and expenditure planning.

Examples of Duties: *(The position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Assists in planning, directing and coordinating the activities of Deputy Sheriffs engaged in providing security and maintaining order within the buildings and the grounds of the Judiciary and other State facilities.
2. Assists in planning, directing and coordinating the activities of Deputy Sheriffs engaged in executing mandates of the court, serving warrants and other legal documents, and oversees the procedures involved with arrests.
3. Participates in planning and determining program and operational priorities.
4. Meets with subordinate supervisors to identify, discuss, and resolve operational problems.
5. Participates in developing procedures to serve as guidelines for the proper conduct of activities.

6. Reviews, updates and evaluates division policies and procedures for compliance with pertinent laws, rules, and regulations.
7. Investigates and resolves complaints regarding the Sheriff's Division.
8. Analyzes new laws, methods and technological advances in crime detection and law enforcement to improve the efficiency of the Division.
9. Confers with local and State law enforcement officials to coordinate activities that require multi-jurisdictional involvement.
10. Supervises personnel involved in providing special services, such as security to social and civic functions, upon request.
11. Prepares correspondence and reports, and maintains operational statistics.
12. Assists with the planning, development, and implementation of the division budget.
13. Reviews, evaluates, and approves/disapproves expenditure plans submitted by subordinate programs.
14. Assists with the preparation and justification of the biennial and multi-year program budget for the Division.
15. Schedules work assignments and the deployment of staff and transmits orders to subordinates for execution.
16. Evaluates staff performance and coordinates staff training and education in law enforcement laws and procedures.
17. Resolves personnel problems, employee grievances, and implements disciplinary action for violation of rules and regulations as necessary.

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.	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.	Crime trends and court decisions relating to law enforcement.	P
6.	Report writing.	P
7.	Principles and practices of supervision.	P
8.	Principles and practices of management and administration.	A
9.	Public relations.	A

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.	Establish and maintain effective working relationships with personnel of other agencies, jurisdictions, and the general public.	P
5.	Communicate effectively, orally and in writing.	P
6.	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:

Specialized Experience: Two (2) years of responsible work experience as an independent worker 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 work 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 in the State service.

Managerial Aptitude: Applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and

directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

One (1) year of excess work experience as described in the Specialized Experience section, or any other experience which demonstrated knowledge of English grammar, spelling, and punctuation; and ability to read and comprehend complex written material, and write clear, factual reports, may be substituted for the required Basic Education Requirement.

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.

This is an amendment to the class specifications for the class, FIRST DEPUTY SHERIFF, which were approved on July 13, 2012.

DATE APPROVED:

3/11/16

Lisa M. J. Hodges

for JAMES K. NISHIMOTO, Director
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