

DEPUTY INSPECTOR

FUNCTION OF THE JOB

Under direction, to be responsible for managing and directing the Sheriff's Department Operations Division, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs the Operations Division of the Department which includes all sworn operations (patrol, court services and various bureaus) and ensures the efficient and effective operation of the Division in conformity with state and federal statutes, rules, codes, regulations and Department policies and procedures.
2. Develops operating procedures and recommends changes to existing policies.
3. Coordinates with state and federal entities on large scale operations.
4. Supervises and conducts communications between the Department and other law enforcement agencies concerning criminal matters and investigations.
5. Directs the supervision, selection, training and evaluation of the Operations Division staff; oversees the handling of personnel issues and authorizes corrective action.
6. Prepares and administers the budget for the Operations Division; implements and monitors approved expenditures.
7. Represents the Sheriff before various boards and committees, elected officials, community groups and department heads, and presents necessary information.
8. Ensures collective bargaining agreements are interpreted and enforced correctly; resolves labor relations conflicts.
9. Directs the coordination of the Operations Division with other governmental and private agencies such as the courts, District Attorney's Office, law enforcement agencies, prosecutors, Corporation Counsel, etc.
10. Serves as a representative of the Department at meetings of community, business, civic and law enforcement groups, County Board and elected officials.
11. Establishes goals, objectives and methods for achieving both for the Operations Division in accordance with the Strategic Plan; evaluates and monitors their progress and effectiveness.
12. Manages the Department's fleet operation to meet the present and future needs of the Department; evaluates the cost effectiveness of such services.
13. Oversees and coordinates sensitive, internal and major crime investigations and departmental specialty units in emergency situations.
14. Assumes the duties of the Sheriff in the absence of the Sheriff and the Inspector.
15. Analyzes data concerning crime and other incidents and utilizes the information to determine patterns or trends for the strategic and tactical deployment of resources and the direction of operations.
16. Coordinates, develops, and administers contracts for law enforcement services with other County municipalities.
17. Prepares and presents information to the media.
18. Prepares detailed and complex recommendations and reports and makes detailed oral presentations.
19. Establishes and maintains effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.
20. Maintains a level of fitness to pass the Department's annual Physical Ability Test (PAT) which simulates important physical abilities necessary to perform the duties of the position (applicable to individuals hired on or after January 1, 2008).
21. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of federal, state and local statutes, laws, ordinances, codes, rules and regulations, and the policies and procedures of Waukesha County and the Sheriff's Department.
2. Thorough knowledge of modern law enforcement principles, practices and methods used in the apprehension of criminals and the prevention and investigation of crime.
3. Thorough knowledge of modern principles, practices and methods of police administration, management and supervision, including budgeting, planning and program evaluation.
4. Comprehensive knowledge of leadership principles, communications skills and group dynamics.
5. Comprehensive knowledge of occupational hazards and safe work practices.
6. Considerable knowledge of the socio-economic conditions of the community and their impact on the public.
7. Working knowledge of office computers and related computerized department program software, Internet access, database, spreadsheet and word processing programs, mobile technology and/or other current technology solutions.
8. Ability to communicate effectively both orally and in writing.
9. Ability to plan, organize and coordinate work in situations where numerous diverse demands are involved.
10. Ability to utilize word processing, database and spreadsheet programs.
11. Ability to effectively plan, assign, supervise, review and evaluate the work of others.
12. Ability to collect, analyze and interpret data, and prepare and present detailed recommendations and conclusions.
13. Ability to develop, interpret and apply rules, regulations, laws, policies and directives.
14. Ability to effectively present ideas, concepts and recommendations to supervisors and committees.
15. Ability to problem solve and anticipate risks associated with actions.
16. Ability to initiate, develop and implement administrative procedures and evaluate their effectiveness.
17. Ability to establish and maintain effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from an accredited college or university with a bachelor's degree.
2. Three (3) years of supervisory experience as a sworn officer at the Lieutenant level or above.
3. A master's degree in criminal justice, police science, business, or public administration, or the social sciences may be substituted for one year of the supervisory work experience.