

**DEPUTY SHERIFF II/COMMUNICATIONS EQUIPMENT
COORDINATOR**

DEFINITION

Under general supervision, to perform law enforcement and crime prevention work by patrolling assigned areas responding to calls and complaints; to investigate incidents and perform identification work; to serve as deputy coroner. Directs and coordinates, participates in the enhancement, modification, maintenance and use of complex computer systems and communication equipment within the Sheriff's Department.

DISTINGUISHING CHARACTERISTICS

This is a fully trained first responder journey level classification for the performance of professional law enforcement work. Incumbent performs a wide range of law enforcement assignments. This position is a unique experienced class, assigned the responsibility for coordination and participating in the research, development modification, installation and operation of complex communication equipment in the Sheriff's Department. Incumbent is responsible for interpreting regulations and policies which affect the assigned system, and for developing and testing modifications to ensure adherence to those regulations. Incumbents must work effectively within the Sheriff's department providing user training, contact with outside vendors and other county departments to ensure proper functions of these systems.

REPORTS TO

Sheriff and Assistant Sheriff

CLASSIFICATION DIRECTLY SUPERVISED

None

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EXAMPLES OF DUTIES

- Patrols assigned areas and answers calls for protection of life and property.
- Conducts preliminary investigations.
- Interrogates witnesses
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- May assist with other law enforcement agencies, responding to incidents conducting investigations and making arrests.
- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- May make public speaking engagements at schools, fairs, official meetings and service clubs, serving as a Department spokesperson.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- May perform special law enforcement assignments such as Field Training Officer, SWAT, Canine and other areas.
- Management, training, supervision and recruitment responsibilities of the counties volunteer search and rescue team.
- Directs all matters concerning two way, wire line and wireless communications, with the exception of cell phones for the department.
- Maintain and repair the current equipment, research and purchase new equipment.
- Develop long range plans for communication upgrades that meet local, state and federal requirements.
- Research, apply for, and manage outside funding sources to purchase and install communications equipment and equipment programming.
- Management of the infrastructure side of the EMS and Fire radio systems (base, stations, repeaters, interfaces).
- Installation and implementation of a complex, comprehensive county-wide microwave system that will interface with all public safety communication system and provide for transfer of data at speeds that will be a 100 fold increase over current rates.
- Determines materials, equipment, software and infrastructure required by department staff to accomplish assigned projects and objectives.
- Directs matters concerning the department wide software system, including networking servers, work stations, network devices, and security, etc.

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- Manage, maintain, update, provide, training for Computer Aided Dispatching, Records Management, Jail Management, Electronic Mapping, California Law Enforcement Telecommunications applications, Radio Interfaces to software systems, as well as four other separate, lesser used systems running on ten separate servers.
- Maintain the department's network to three substations and the jail, which requires managing complex systems of firewalls, encryption, virtual private networks, system security and access management using both hard wired and wireless connections.
- Manage and maintain the infrastructure and equipment side of the County E911 system, which includes interfaces with software systems, data corrections to route E911 calls appropriately, mapping interfaces that allow dispatchers to quickly and accurately determine the location of wireless and VolP911 calls.
- Installs hardware and software installation and upgrades.
- Provide trouble shooting and maintenance for all two-way, wire line, and wireless communication equipment necessary to communicate with emergency service personnel.
- Troubleshoot and maintain connectivity between the Sheriff's office and the Jail.
- Diagnosis and repairs of problems with the jail security systems, doors, intercoms and cameras.
- Prepare and tracks various grants that provide communication and information technology funding for the department.
- Write, manage and administer Homeland Security Grant applications and funds. Requires complex management and planning activities that involve public Safety agencies in Plumas County and surrounding counties both in California and Nevada.
- Participates in developing, implementing, and coordinating operating policies and procedures related to the Department's automated systems.
- Consults with and advises staff and users on technical problems, legal and system requirements, and county policies and procedures that impact operation of the computer system.
- Authorizes system access to users.
- Develops, generates and distributes reports.
- Tracks and coordinates new computer equipment purchases, and equipment maintenance and repair requests.
- As needed, act as the OES Duty Officer.
- Performs related duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing up to 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; Normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; courtroom, and outdoor environments; exposure to life-threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- Laws of apprehension, arrest and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized fire arms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Operation of various types of computer and peripheral equipment.
- Principles, procedures, techniques, nomenclature, and operation of computer systems.
- Computer equipment maintenance procedures.
- Hardware configuration and operating principles.
- Capabilities, limitation, characteristics, and uses of computer information systems, related hardware, various software application programs and operating systems.
- Telecommunications and networking equipment, maintenance procedures, hardware and software configurations, and operating principles.

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Knowledge of: continued.

- Techniques of personal and group instruction and training.
- Procedures necessary to maintain the integrity and security of data in the automated system.
- Principles and practices of technical problem solving.

Ability to:

- Perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witness and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.
- Evaluate and interpret automated information and communication systems from a users perspective.
- Analyze departmental data system and communication system needs and requirements.
- Identify goals and objectives, and problems.
- Examine alternatives, develop conclusions and recommendations, and implement solutions.
- Prepare clear and concise reports, documentation and other written materials.
- Read and comprehend written material on a wide variety of technical subjects.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of directions.
- Establish and maintain effective working relationships with all department personnel and those contacted in the course of the work.

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Training and Experience:

One (1) year of previous law enforcement experience equivalent to Deputy Sheriff I with Plumas County.

Two (2) years of experience working with, analyzing, maintaining and evaluating telecommunications systems, two-way, wire line and wireless technology, and the use of personal computers and software packages. (30 semester or 45 quarter units in Computer Science may be substituted for experience).

Special Requirement: Graduation from a Peace Officer Standards and Training Commission (P.O.S.T) certified academy.

Possession of First Aid and CPR certificates.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.