

## ALLEGAN COUNTY

### ACCOUNTING ASSISTANT - SHERIFF

#### General Summary

Under the supervision of a Command Officer, is responsible for the accounts payable and accounts receivable functions of the department. Maintains financial records, calculates contract amounts, maintains the petty cash and evidence funds and inmate trust accounts, prepares reimbursement vouchers for employees, and performs a variety of other financial processing and maintenance tasks. Compiles and analyzes information in order to produce and assist with Department budget and grant reporting. Types reports and other documents, and performs a variety of support tasks.

#### Essential Functions

1. Coordinates the accounts payable function of the department, includes determining the correct account to charge, preparing vouchers, and forwarding for payment. Posts invoices and statements. Researches and responds to questions regarding payments.
2. Assists with the development of the annual Department budget, includes compiling and analyzing information, verifying and posting amounts on computer, typing all corresponding documents, and running printouts. Monitors and reconciles accounts and prepares budget adjustments. Inputs budget requests to the computer and performs budget line-item transfers.
3. Maintains inmate trust accounts and balances daily receipts which may include monies posted by Correctional Officers to inmate accounts, commissary monies, money collected for copies of police reports, and various other fees. Deposit funds at bank and performs bank reconciliation's. Prepares escheat checks to County Treasurer.
4. Calculates contract amounts for officers, including salary and fringe benefits; types up new contract and salary schedule for each Township; and prepares monthly invoicing of Townships and receipts payments.
5. Prepares vouchers for advance travel, balances upon employee's return, and charges to appropriate account. Prepares vouchers for travel reimbursement requests.
6. Maintains the petty cash account, includes coding bills and preparing vouchers for replenishing cash. Prepares vouchers for evidence funds account.
7. Inventories and orders office supplies and equipment for the Sheriff s Office, Jail, Medical and Youth Services. Prepares purchase orders and requisitions for supplies, equipment, printing and other products and services.

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8. Maintains financial records, including ledgers, journals and copies of vouchers and purchase orders. Corrects account balances through adjustments in the ledger.
9. Responsible for financial reporting relating to grants, includes preparing salary schedules, preparing monthly and quarterly reports, final expense reports, and various other reports and forms.
10. Verifies front counter receipt book and cash box balance. Posts receipts to proper accounts and transmits funds to County Treasurer.
11. Bills appropriate Counties for reimbursement of costs for housing, transportation, and medical expenses for prisoners from other Counties housed at the County jail.
12. Prepares billings and receipts money for various expenses including congregate meals for senior citizens, community service program expenses, inmate television rentals, telephone commissions, commissary sales, work releases, and various other services and expenses.
13. Records monies, property, and vehicles received from drug forfeitures. Receipts all monies and bond money posted. Releases funds per court orders and computes monies due Prosecutor's Office. Prepares year-end financial report on drug forfeitures account.
14. Types information on forms from inspections for liquor applications, performs fingerprinting when required, and sends forms to Liquor Commission. Maintains files on liquor licensees.
15. Performs various clerical and secretarial functions including typing, filing, copying, and various other duties.
16. Processes permits to purchase handguns, registrations of handguns, and applications to carry concealed weapons. Provides information to the public on gun laws regarding permits to purchase handguns, concealed weapons and laws pertaining to handguns and explosives. Physically inspects weapons for correct serial numbers and to verify that weapons are safe and not stolen. Must be able to perform duties associated with the Automated Pistol Registration System.
17. Performs fingerprinting and criminal history checks on applicants for employment with schools or liquor control and for car dealer licenses.
18. Provides back-up on department payroll, front counter and jail duties. Provides back-up clerical support on other duties as assigned.

### Other Functions

19. None listed.

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*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** High school graduation or equivalent with some advanced coursework in accounting/bookkeeping and data processing. Prefer an Associate's degree in accounting.

**Experience:** Two years of bookkeeping related experience, preferably in a law enforcement or related setting. Prefer some experience with governmental accounting.

**Other Requirements:** Ability to obtain LEIN operator certification after employment.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from computer.

Ability to file and retrieve files and documents.

### **Working Conditions:**

Works in office conditions.

Exposure to individuals charged and/or convicted of criminal offenses.

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## ADMINISTRATIVE ASSISTANT - SHERIFF

### **General Summary**

Reporting to the Sheriff and Undersheriff, and working under minimal supervision, provides confidential executive level administrative support to the Sheriff and Undersheriff using standard business software and a networked personal computer. Assists with the preparation of major reports and documents including the annual report and other materials. Maintains confidential records related to personnel management activities and issues. Performs a variety of highly complex clerical tasks requiring a detailed knowledge of the law enforcement and corrections aspects of the criminal justice system.

Independently makes travel arrangements, schedules and coordinates meetings and conferences, prepares meeting agendas and materials, including PowerPoint presentations, and records minutes of meetings. Participates in meetings and task forces, and distributes information. Maintains calendars for members of the Command Staff. Composes correspondence on behalf of the Sheriff. Makes arrangements for various ceremonies, business luncheons, banquets, and other events. Independently handles decision-making duties to assist the Sheriff with his/her projects and workload. May assist the Command Staff with various other administrative functions.

### **Essential Functions**

1. Provides a variety of secretarial and administrative support services for the Sheriff, Undersheriff, and other command staff, including composing letters, contracts, reports and other documents, answering telephone calls, managing calendars, scheduling appointments, prioritizing meetings, screening calls and visitors and preparing and maintaining files.
2. Reviews citizen letters and other correspondence and drafts responses for the Sheriff. Prepares other correspondence from verbal direction and edits and proofs documents.
3. Assists with the data entry, research, and preparation of major reports and documents such as the narrative to the annual budget, procedure manuals, grant proposals, criminal reports, monthly and annual reports, and other materials. Creates forms.
4. Gathers background information and assists with documents related to employee relations issues, including typing and maintaining collective bargaining notebooks, disciplinary action materials and other documents related to employee relations.
5. Assists the Sheriff with administrative activities, including maintaining the department policy and procedure manual, updates when necessary, and employee signature receipts.
6. Responds to staff inquiries regarding personnel and administrative procedures and serves as liaison with Human Resources Department.
7. Drafts and prepares documents that include criminal, civil and employee matters.
8. Assists in the development, organization and implementation of current and new citizen outreach programs.

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## ADMINISTRATIVE ASSISTANT - SHERIFF

9. Researches requests from County officials for information on matters that pertain to the Sheriffs Office, and releases that information. May research issues through contacts with other agencies, vendors, and others.
10. May coordinate meetings and PowerPoint presentations, and prepare agendas and meeting materials. Transports equipment and supplies to alternate locations for meetings, testing, etc., as required. Records and transcribes minutes of confidential meetings. Participates in committee meetings, task forces, etc., as required.
11. Plans and arranges various ceremonies, business luncheons, banquets, and other events.

### **Other Functions**

12. Makes decisions independently and maintains strict confidentiality.
13. Other tasks and projects as assigned.
14. Acts as back-up for Administrative Supervisor as needed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

#### **Education:**

- High School diploma, plus advanced coursework in office administration, accounting, or related courses
- Associates Degree preferred
- Certified Administrative Professional designation alternately accepted

#### **Licensing:**

- Must possess a valid Michigan driver's license
- LEIN certified, and proficient in the LEIN system
- Notary Public

#### **Experience:**

- Minimum of three (3) years of experience in an environment requiring confidentiality, with progressively more responsible administrative experience,
- Must have clear criminal history and receive fingerprint clearance
- Strong computer and internet research skills,
- Proficient in Microsoft Office products,
- Strong organizational skills,

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## ADMINISTRATIVE ASSISTANT - SHERIFF

- Strong communication and interpersonal skills,
- Minimum keyboarding speed of 60 wpm,
- Must possess excellent grammar and composition skills,
- Experience in New World Systems-Aegis Law Enforcement software,
- Able to operate all standard office equipment,
- Able to work well with all levels of management and staff, as well as the public and vendors,
- Able to make decisions independently, and exhibit professional maturity
- Experience at MICR coding
- Working knowledge of FOIA rules and requirements

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### **Physical Requirements:**

*This position requires that the incumbent be able to perform all essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one of more of these requirements.*

- Able to lift equipment, files, and packages weighing up to 30 lbs.
- Able to sit for extended periods of time at a computer
- Able to operate a calculator
- Able to access office files
- Able to enter and retrieve information from a computer

### **Working Conditions-**

- Works in office conditions, which are housed in a correctional facility, where inmates may be present, either for interviews or as inmate workers performing janitorial duties

# ALLEGAN COUNTY

## SENIOR ANIMAL CONTROL OFFICER

### General Summary

Under the supervision of the Services Lieutenant, enforces the state laws and local ordinances dealing with animal control and issues citations for violations. Responds to citizen complaints regarding animals and patrols the County to pick-up stray animals and respond to other animal related concerns. Investigates and follows-up on charges of animal abuse. Responsible for the assignment and monitoring of tasks to be completed by the Animal Control Officer and Animal Control Assistant.

### Essential Functions

1. Assign tasks to the Animal Control Officer and Animal Control Assistant on a daily basis.
2. Reports to the Lieutenant with any performance issues or concerns regarding the Animal Control Officer and Animal Control Assistant.
3. Reports to the Lieutenant any shelter related budgetary requests.
4. Oversees shelter operations, including weekly reporting (or more frequent if necessary) of incidents, shelter condition reports, animal euthanasia reporting and other daily activities of a specific nature that require urgent attention.
5. Responds to and investigates complaints related to barking dogs, stray animals, vicious dogs, animal bites, dead or injured animals, livestock killings and other animal related complaints and takes action to resolve the matter. Works with owners and neighbors in the attempted resolution of animal related problems. Educates the public regarding animal care and the law.
6. Investigates suspected cases of animal abuse or neglect, includes reviewing the condition of the animals, interviewing the owner and witnesses, and determining whether to issue a citation. Works with the Prosecutor's Office to obtain warrants, completes case reports, and testifies in court regarding investigations.
7. Patrols the County to assist in enforcing animal laws and pick-up stray animals. Uses catchpoles, traps, and mace to capture and impound animals. Uses firearm to destroy animals as necessary.
8. Issues appearance tickets on animal violations as necessary.
9. Maintains a daily log of animal control incidents, dog quarantines, citations issued, and other enforcement activities.

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## SENIOR ANIMAL CONTROL OFFICER

10. Captures and impounds dogs and cats that have bitten individuals to quarantine them as required.
11. Documents results of investigations by completing reports on animal bites, livestock killings and related activities. Documents information on animals that have been picked up.
12. Reviews the general health and condition of animals brought to shelter and may decide the immediate disposal of animals that are injured or vicious.
13. Performs euthanasia of animals. Administers medications to animals as directed by a veterinarian.
14. Informs the public on the animal control laws and ordinances and related issues. Makes presentations to community groups, elementary schools, and other organizations on animal control.
15. May remove heads of animals suspected of rabies for shipping to the Department of Public Health for testing.
16. Assists residents in the removal of stray domestic animals from properties, buildings or residences.
17. Conducts inspections of kennels within the County in accordance with state and local requirements.
18. Assists in picking up farm or exotic animals that are on the loose.
19. Provides on-call emergency service on evenings, weekends and holidays.
20. Performs the duties of the Animal Control Assistant when required to provide back-up support at the Animal Shelter.

### Other Functions

21. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** High school graduation or equivalent.

**Experience:** Some related experience working with animals and/or law enforcement.

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## SENIOR ANIMAL CONTROL OFFICER

**Other Requirements:** Required to complete 100 hours of training in order to be certified by the Department of Agriculture. Must become a Certified Euthanasia Technician after employment. Requires a valid Michigan Driver's license.

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**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to operate vehicles to patrol County and investigate complaints.
- Ability to subdue, capture and transport animals.
- Walks over uneven terrain to conduct investigations and collect animals.
- Ability to lift animals weighing up to 100 lbs. to vehicle or other location.
- Ability to lift and carry animal cages to vehicle. Ability to lift and carry dead animals.
- Ability to bend, stoop and crawl under porches, in crawl spaces and other locations in order to retrieve animals.
- Ability to climb trees, ladders and stairs in order to capture animals.
- Ability to utilize sidearm, shotgun, and other firearms.
- Ability to lift bags of dog food weighing up to 50 lbs.

### **Working Conditions:**

- Works outside in varying weather conditions.
- Exposure to the risk of being bitten by animals.
- Subject to work-related calls after normal hours.
- Exposure to high levels of noise and odor of impounded animals.
- Exposure to diseases communicated by animals.

# ALLEGAN COUNTY

## ANIMAL SHELTER COORDINATOR

(Irregular Part Time – 19.5 hrs per week)

### General Summary

Under the supervision of the Services Lieutenant, coordinates daily shelter operations, including clerical support functions as well as care of animals.

### Essential Functions

1. Updates Petfinder listings.
2. Oversees and coordinates volunteer activities.
3. Facilitates animal adoptions which may include showing animals for adoption, explaining adoption process, and preparing necessary records for adoption. May perform background checks on applicants for adoption.
4. Responds to public inquiries and complaints, in person and by telephone, and explains departmental policies and the laws and ordinances related to animal control and shelter operations. Documents complaints and forwards or dispatches them by radio, cell phone, or pager to appropriate staff. Refers calls to other agencies as appropriate; coordinates transfers to other facilities as appropriate.
5. Logs, distributes, and files complaints. Initiates paperwork on animals brought to the department and maintains registers of animals housed at the shelter.
6. Receipts payments for adoptions, claims of animals, and other transactions. Balances receipts daily and prepares summaries of financial transactions. Prepares transmittal of receipts to Treasurer's Office.
7. Maintains records of departmental activity including animals coming into the shelter, releases, adoptions, and other dispositions of animals, complaints by category, and other activities. Prepares summary of monthly and annual activity.
8. Prepares state and county forms such as bite reports, unlicensed dog reports, and others. Prepares correspondence, records and reports, sorts and distributes mail, prepares mailings, makes copies, and performs other clerical support tasks.
9. Organizes and maintains office files and enters and maintains information in the computer. Inputs dog bite reports, disposition of animals and other activities to the computer and operates computer terminal to look up information.
10. Supervises inmate trustees in kennel cleaning and maintenance and feeding and caring for the animals.
11. Responsible for feeding animals and cleaning animals and/or kennels.

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## ANIMAL SHELTER COORDINATOR

(Irregular Part Time – 19.5 hrs per week)

### Other Functions

12. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** High school graduation or equivalent.

**Experience:** Some experience working with animals and / or law enforcement and the public.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access various files.

Ability to operate copying machine and other office equipment.

Ability to enter and access information to the computer.

Ability to stoop and bend in order to care for animals.

Occasionally lifts animals to place in cages.

Occasionally lifts bags of dog food weighing up to 50 lbs.

### **Working Conditions:**

Works in office conditions and the animal shelter.

Regular exposure to odors of animals.

Exposure to noise of the impounded animals.

Exposure to disease communicated by animals.

Exposure to the risk of being bitten by animals.

Exposure to animal feces and urine.

Exposure to parasites [fleas, ticks, mites].

# ALLEGAN COUNTY

## AUTO MAINTENANCE TECHNICIAN

### General Summary

Under the supervision of a Command Officer, is responsible for the maintenance of the Sheriff's Department vehicle fleet. Performs a wide range of maintenance and mechanical repair activities on vehicles and equipment, including preventative maintenance, tune-ups, brake overhauls, installation of shocks and other parts, and a variety of other repairs. Orders and maintains parts inventory.

### Essential Functions

1. Oversees the record keeping system of the garage, including the maintenance records on all vehicles and the warranty records. Ensures vehicles have warranty work properly completed.
2. Researches, locates, and purchases equipment and supplies for operation and maintenance of the Sheriff's Department garage. Writes specifications for new equipment purchases. Oversees the inventory system for all supplies, parts, and equipment. Deals with vendors. Maintains a log on each County vehicle.
3. Inspects malfunctioning equipment, identifying abnormal conditions by using troubleshooting charts and service manuals.
4. Performs a full range of preventative maintenance tasks on vehicles including oil changes, lubricating, and changing fluids.
5. Performs complete motor tune-ups on automobiles, trucks and other equipment and vehicles.
6. Performs complete brake overhauls.
7. Repairs and replaces ignition systems and performs other electrical system repairs.
8. Adjusts, repairs and replaces parts. Installs shock absorbers.
9. Works with wire welder to perform welding tasks to repair and fabricate items.
10. Repairs equipment unique to patrol cars and other specialized vehicles, such as light bars, flashers, and sirens. Installs divider cages, trunk organizers, and other equipment. Applies striping, seals, decals, and lettering to vehicles.
11. Inspects vehicles involved in fatalities. Inspects front-end, steering, brakes, tires and other mechanical aspects to identify mechanical problems.

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12. Maintains accurate records of time and materials used, along with the amount of service provided on each job.
13. Makes recommendations on policies and procedures for garage and implements approved policies.
14. Maintains and repairs shop tools and equipment such as welder, grinder, drills, mechanical jacks, air wrenches, and other equipment.

### Other Functions

15. Oversees inmates washing cars and performing general laborer tasks.

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### Employment Qualifications

**Education:** High school graduation or equivalent. Prefer advanced coursework in automotive technology.

**Experience:** Four years of experience in vehicle maintenance, including fleet maintenance and auto and truck repair.

**Other Requirements:** Certified by the State of Michigan as a Master Auto Mechanic. Possession of a Commercial Driver's License.

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**Physical Requirements** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Walks over uneven terrain to make inspections and perform repairs.
- Squatting, stooping, kneeling to make inspections and perform maintenance and repairs.
- Climbing into trucks and onto other equipment.
- Lifting and moving cylinder heads, steering boxes, and other parts weighing up to 150 lbs.
- Crawling under vehicles to make inspections.
- Reaching overhead for extended periods to make repairs.
- Prolonged periods of standing while making repairs.
- Lifting ability to remove and replace parts on mechanical systems.
- Ability to lift, push and pull equipment and parts.
- Climbing stairs and ladders to inspect vehicles and to access storage area.

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Carry tool boxes and equipment weighing up to 80 pounds.  
Assists trustees with lifting equipment weighing up to 200 pounds.  
Ability to walk substantial distances to conduct inspections.

### **Working Conditions:**

Works in cramped body positions and confined spaces to perform cleaning tasks, maintenance and repairs.  
Works in areas with loud noise.  
Exposure to equipment where risk exists of getting burned, bruised or scraped.  
Contact with oil and petroleum products.  
Exposure to solvents, degreasers, cleaning fluids, and other chemicals.  
Possible exposure to toxic fumes.  
Walking on slippery surfaces.

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## BILLING CLERK - SHERIFF

### General Summary

Under the supervision of a command officer, prepares billings to the State for diverted felons and parole detainees. Bills inmates accounts for costs incurred. Updates the Blue Cross Blue Shield system. Assists in the jail medical department as needed.

### Essential Functions

1. Reviews court and jail documentation to identify inmates for which the County is eligible for reimbursement as diverted felons or under other programs from the State and prepares billings to the State.
2. Maintains files on inmates sentenced to the jail for a number of weekends in lieu of consecutive days and prepares billings to the inmates for costs incurred.
3. Processes medical billings for the jail, includes reviewing bills to determine their appropriateness, recording billings and adding charges to system, checking the inmates canteen account, and deducting appropriate medical expenses from inmate cash accounts.
4. Enters and deletes inmate information in the Blue Cross/Blue Shield inmate insurance program and ensures this data is updated regularly. Compares medical bills to BO-BS information and verifies that the bills will be covered by BCBS. Coordinates the BCBS information with the hospitals and doctors providing services to the inmates. Attempts to collect on costs not paid by BCBS. Serves as liaison with BCBS regarding billing matters.
5. Provides assistance in the jail medical department, including creating charts, running medication labels, maintaining prescription information in the system, and filing medical information. Types correspondence and other documents, prepares medical meeting minutes, and performs other support tasks.
6. Performs a variety of general support tasks such as maintaining filing systems, typing various documents, and maintaining a variety of documents related to billing, and related processes.

### Other Functions

7. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

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## Employment Qualifications

**Education:** High school graduation or equivalent preferably with some advanced word processing and related coursework.

**Experience:** One year of secretarial or clerical related experience in a law enforcement setting or in the legal field that includes bookkeeping and data entry experience.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from computer.

Ability to file and retrieve files and documents.

### **Working Conditions:**

Works in office conditions in the jail.

Exposure to individuals incarcerated for a variety of criminal offenses.

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### **COMMUNITY SERVICE/PROGRAMMING OFFICER**

#### **General Summary**

Under the supervision of the Programs Sergeant, carries out the transportation and supervision of individuals sentenced to perform Community Service through District or Circuit Court. Handles scheduling, enrolling and maintaining records on same. Aids in development and facilitation of other existing and future programs or services. Oversees Community Corrections functions.

#### **Essential Functions**

1. Performs role call of Community Service Workers at designated time and area.
2. Collection and submittal of monies from workers and agencies.
3. Transports workers to and from agencies utilizing program.
4. Supervision of workers on site.
5. Maintains calendar of worker and agency scheduling.
6. Documentation of incidents outside the normal scope of operation.
7. Transportation of inmates as needed.
8. Program development as directed.
9. Aid where necessary in law enforcement and corrections functions.
10. Selection of inmate workers and liaison to various divisions utilizing these workers.
11. Work Release screening, enrollment and site checks as needed.

#### **Other Functions**

12. Attend any training as required.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

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### **Employment Qualifications**

**Education:** High School Graduate or Equivalent. MLEOTC, MCOLES or MDOC Local Corrections Officer 160 hour certification.

**Experience:** Law enforcement or corrections experience required.

**Other requirements:** Requires a valid Michigan driver license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications **should not** be viewed as expressing absolute employment or promotional standards, but as **general guidelines** that should be considered along with other job-related selection or promotional criteria.

**Physical requirements:** Ability to stand or walk for extended periods of time.  
Ability to drive a vehicle.  
Ability to lift and carry and otherwise assist Injured persons.

**Working conditions:** Exposure to various weather conditions.  
Exposure to verbal or physical assault.  
Exposure to various allergenic or infectious plants, animals or people.  
Exposure to the hazards inside a correctional facility.

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## CORRECTIONS OFFICER

### **General Summary**

Under the supervision of a Corrections Sergeant, provides for the care, custody and security of inmates housed in the County Jail. Provides a variety of activities relating to the safe and secure operations of the County Jail. Enforces security regulations. Processes the intake and release of inmates, and transports inmates to correctional and medical facilities. Prepares and maintains a variety of records and report.

### **Essential Functions**

1. Processes the intake of inmates, includes searching, recording background information and completing necessary forms, recording and securing property, fingerprinting and photographing as necessary. Processes the transfer and release of inmates.
2. Maintains constant security of the jail and inmates, includes regularly conducting cell checks and monitoring the various areas of the jail.
3. Assists inmates with personal needs by passing and recording prescription medications, distributing mail, non-prescription medications, toiletries and other authorized items, and responding to other requests.
4. Escorts inmates to visits with attorney, probation officers, family members and others as authorized. Supervises recreation, visitation, and religious services.
5. Monitors inmates behavior and takes appropriate action in the event of fights, property damage or the abuse of an inmate by another. Attempts to defuse potential problems.
6. Conducts searches of dayrooms, cells and inmates for contraband and to assist in maintaining jail security.
7. Transports inmates to and from medical facilities.
8. Processes criminal complaints on incidents occurring in the jail, includes writing reports, and testifying in court. Testifies in court on drunken cases booked at the jail.

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9. Responds to telephone and personal requests for information regarding inmates and jail procedures.
10. Prepares inmate records and reports and files documents.
11. Ensures distribution of meals to inmates.
12. Supervises inmates trustees on work assignments.
13. Maintains log of shift activities and prepares incident reports.
14. Responds to emergencies of any nature within the jail facility.

## **Other Functions**

15. Prompt and regular attendance.
16. May be called upon for special duties requiring additional training in: Special Response Team, Fire Training and Corrections Training Officer.

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## **Employment Qualifications**

**Education: High school graduation. Advanced coursework in corrections preferred.**

**Experience: Prefer some experience related to law enforcement or corrections.**

**Other Requirements: Successful completion of MDOC corrections course.**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications **should not** be viewed as expressing absolute employment or promotional standards, but **as general guidelines** that should be considered along with other job-related selection or promotional criteria.

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## Physical Requirements:

*[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill/ one or more of these requirements]:*

Ability to subdue unruly inmates and break-up fights.

Ability to lift or assist another officer lift a person to a stretcher.

Ability to walk throughout the facility to conduct cell and building checks.

Ability to drive a vehicle for prisoner transports.

Ability to withstand long periods of standing and walking.

Ability to bend, stoop, and kneel in order to search for contraband and perform other functions.

## Working Conditions:

Exposure to inmates in various states of hygiene and emotional condition.

Exposure to verbal assaults of inmates and others.

Exposure to being the target of bodily wastes and other materials thrown by inmates.

Exposure to various weather and driving conditions while transporting inmates.

Exposure to potential hostage situations.

Exposure to various diseases that may be carried by inmates.

# ALLEGAN COUNTY

## Lieutenant – Corrections – Sheriff's Office

### Position Title: Corrections Services Administrator

**General Summary:** The Corrections Services Administrator will be responsible for planning, organizing, and implementing all operations and programs in the Corrections Division of the Allegan County Sheriff's Office. The Administrator shall assign and direct subordinates, ensuring that all policies, rules, regulations, orders, procedures, and directives are enforced and implemented. The Administrator shall make decisions or recommendations in the hiring, promotion, transfer, discipline or discharge of Department employees in accordance with Department Policy and Procedure. The Corrections Services Administrator reports directly to the Undersheriff.

#### Essential Functions:

1. Supervise Corrections Sergeants, Corrections Officers and Corrections Support Staff in their assigned duties.
2. Supervise the scheduling and coordination of shift schedules.
3. Make day-to-day personnel assignments as required by the needs of the department and the directions of the Sheriff and Undersheriff.
4. Plan for deployment of personnel during jail emergency responses.
5. Maintain contact with general public, court officials, and other County officials in the performance of jail law enforcement activities.
6. Conduct periodic performance evaluations and planning sessions for assigned Sergeants and ensure Sergeants formally evaluate their personnel. Counsel/mentor assigned Sergeants on job performance, recognition for good work and implement disciplinary action when appropriate.
7. Maintain contact with other supervisory personnel to coordinate incarceration activities, provide mutual assistance during emergency situations and provide general information about Division activities to the Sheriff and Undersheriff.
8. Prepare the Division budget, monitor the budget, and prepare reports and analysis as required.
9. Coordinate and supervise the training, assignment and development of Sergeants and Corrections Officers.
10. Analyze and recommend improvements to equipment and facility.
11. Schedule and conduct meetings.
12. Provide supervision and interpretation of procedures to Division supervisors and personnel.
13. Develop, implement, and monitor policies and procedures for corrections operations.
14. Develop job descriptions and employee objectives.
15. Relieve from duty any personnel considered incapable of performing required duties.
16. Participate and assist with department-wide planning and program development.
17. Attend meetings as required to represent the Division, as requested by the Sheriff or Undersheriff.
18. Receive complaints and notification of grievances of employees, and use independent judgment in making recommendations to effectively address the complaints and grievances.

## ALLEGAN COUNTY

19. Maintain Division personnel training in compliance with State certification programs.
20. Attend training programs as required to keep current on issues affecting Division Operations.
21. Utilize a wide variety of specialized computer systems to prepare data for program evaluation requirements. Utilize this information and data to plan, organize, and implement program changes in the Division as required.
22. Manage all aspects of contracted services in the Division. These contracts include, but are not limited to: inmate housing, inmate food services, inmate health services, inmate commissary services, inmate counseling services, inmate phone services, and all programming services.
23. Maintain liaison with community groups.
24. Ensure that all employee contracts are followed.
25. Ensure that all local, state, and federal billing that is required by the County or the Sheriff is completed in a timely manner.
26. Ensure that all local, state, and federal reporting is completed in a timely manner.
27. Ensure that the facility is compliant with all MDOC, Health Department or any other standard that the administration establishes.
28. Ensure that all inmate records are maintained and stored properly and for the mandated length of time.
29. Ensure that payroll records are accurate, approved, and filed on time.

*This list may not be inclusive of the total scope of job junctions to be performed. Duties and responsibilities may be added deleted or modified at any time.*

### **Employment Qualifications:**

#### **Education/Experience:**

- ❖ High school diploma, Bachelor degree preferred and completion of or equivalent to North Western' s Staff and Command course.
- ❖ Minimum of 10 years of service in the Corrections Division; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- ❖ Thorough knowledge of modern correctional principals, procedure, techniques and equipment.
- ❖ Considerable knowledge of applicable laws, Department policy and procedures.
- ❖ Experience in training, supervising, and mentoring subordinates

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**Other Requirements:** Completion of State Certification for Corrections Officers.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to perform work requiring good physical condition

Ability to communicate effectively, both in writing and verbally

Ability to establish and maintain effective working relationships with subordinates peers, and supervisors.

Ability to exercise sound judgment in evaluating situations and in making decisions

Ability to follow and give verbal and written instructions.

Ability to physically restrain persons engaged in assault.

Ability to walk/run over all types of terrain.

Ability to pursue individuals on foot.

### **Working Conditions:**

Exposure to inmates in various states of hygiene, intoxication, mental and emotional conditions.

Exposure to assault by individuals with various weapons.

Exposure to verbal assaults of inmates and others.

Exposure to being the target of bodily fluids/wastes and other materials thrown by inmates.

Exposure to potential hostage situations.

Exposure to various diseases that may be carried by inmates.

# ALLEGAN COUNTY

## COURTHOUSE SECURITY/TRANSPORTATION OFFICER

### General Summary

Under the supervision of a Command Officer, maintains courtroom security and provides security and assistance to the Judges. Investigates criminal complaints occurring on designated County property and makes arrests of individuals with outstanding warrants and individuals who become disruptive during court proceedings. Transports juveniles and mentally incapacitated individuals to Youth Home, Mental Care Facility, Jail, hospital and other locations. Locates individuals named on legal documents issued by the Judges and serves the papers.

### Essential Functions

1. Serves as Court Officer and escorts defendants to court and Jail and provides for the security of individuals in the courtroom. Provides security for mental health hearings as appropriate. Maintains security for detention visitations. Monitors activity in and around the courtroom and surrounding area to ensure appropriate behavior.
2. Arranges transportation schedules and transports juveniles and mentally incapacitated individuals to Youth Center, Mental Care Facility, Jail, hospital and other locations. Transports juveniles and adults to other counties and detention facilities.
3. Makes arrests of individuals with outstanding warrants and of individuals who appear in court with outstanding warrants on other matters or who become disruptive during court proceedings.
4. Runs criminal history checks, warrant checks, and driving records.
5. Provides Family Independent Agency security and County mental health security, including handling disturbed or out of control individuals.
6. Investigates criminal complaints from citizens and the courts, includes serving as originating officer responding to and taking complaints. Investigates complaints within the Court, including assaults at the Youth Center, larcenies, and other complaints.
7. Assists Family Independent Agency workers in investigating potentially dangerous situations.
8. Locates individuals named on legal documents issued by the Courts and serves the papers.
9. Performs juvenile fingerprinting.

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## Other Functions

10. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## Employment Qualifications

**Education:** High school graduation or its equivalent. Prefer some college level coursework in police administration, criminal justice, or related areas.

**Experience:** One year experience as a law enforcement officer or closely related capacity.

**Other Requirements:** Must be able to be deputized and to make arrests. COLES certification. Must have valid Michigan Driver's License.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access courtroom.

Ability to access the court location.

Ability to access various locations throughout the County.

Ability to operate a motor vehicle.

Ability to climb stairs to access residences.

Ability to walk over various types of terrain to carry out location efforts.

Ability to enter and retrieve information from a computer.

## **Working Conditions:**

Regular contacts with persons charged and/or convicted of criminal offenses.

Works outside, including driving a motor vehicle, in all types of weather conditions.

May encounter physical altercations in the course of location or arrest efforts.

# Allegan County

## **DEPUTY SHERIFF**

### **General Summary**

Under the supervision of a Sergeant or other command officer, patrols the County in order to enforce the laws, investigate criminal activities, police accident scenes, respond to domestic and other disputes, and answer requests for a variety of services. Performs a variety of functions related to protecting lives and property within the County. May be assigned to road patrol, detective bureau, narcotics, drug education, or other specialized assignment.

### **Essential Functions**

- 1. Patrols the County to enforce traffic and other laws. Stops traffic violators and issues citations as appropriate, assists stranded motorists, provides assistance during hazardous conditions, and serves as a deterrent to crime.**
- 2. Responds to a variety of citizen complaints such as robbery, 'breaking and entering, assault, vandalism and domestic disputes. Maintains radio communications with the Communication Center to seek necessary information, request additional assistance and coordinate activities.**
- 3. Assists complainants and initiates investigations by searching for physical evidence, collecting and preserving evidence, interviewing victims and witnesses, taking photographs, and protecting crime scenes. Makes arrests as appropriate and advises suspects of their rights.**
- 4. Obtains arrest warrants through the Prosecutor's office and signs before a judge or magistrate. Makes arrests on warrants authorized by the courts.**

# Allegan County

- 5. Reports to accident scenes to police the scene, render first aid, request medical service and transportation as appropriate, direct traffic, and investigate the cause of the accident. May take photographs, measurements, and statements as part of the investigation.**
- 6. Prepares detailed reports of activity, including complaints, accidents, and arrests.**
- 7. Appears in court to present evidence as arresting officer or witness.**
- 8. Assists citizens in a variety of emergency and non-emergency situations. Provides assistance in times of emergency through crowd control and other measures.**
- 9. May serve as a Detective which includes investigating all types of criminal complaints in order to gather clues and evidence that will lead, to the arrest and conviction of guilty parties.**
- 10. May serve as a Narcotics Officer to identify individuals engaged in the possession and sale of illegal narcotics, conduct investigations, conduct surveillance, and collect background information. Serves as an undercover officer to purchase narcotics.**
- 11. May serve as a drug education officer, providing instructional programs, related to drug issues, initiating community awareness and education, attending various school functions and interacting with students, teaching parent education component of program, assisting in the intervention of drug abuse cases, and providing related assistance to the schools and students. Assists with writing grant proposals and fundraising, maintain program records and preparing reports, and performing other administrative tasks related to the program.**

# Allegan County

12. May serve in a variety of other specialized capacities such as marine officer, secondary road patrol officer, and other areas. Conducts presentations on hunter and boating safety and other areas.

13. Checks businesses after hours for security purposes. Checks establishments selling liquor to ensure they are complying with the State 'Liquor laws.

14. Serves civil and criminal papers.

15. Provides assistance to Corrections Division by transporting prisoners and assisting in quelling disturbances in the jail.

## Other Functions

16. Prompt and regular attendance.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## Employment Qualifications

**Education:** High school graduate. Prefer advanced coursework in police administration, criminal justice or related areas.

**Experience:** Prefer some related experience in a reserve, cadet or other capacity. Some assignments require prior experience as a Deputy Sheriff.

**Other Requirements:** Certification by the Michigan Law Enforcement Officers Training Council. Certification in CPR, First Aid, firearms safety. Some assignments may have additional requirements. Valid Michigan Drivers License.

Requires ability to properly use and carry a handgun and shotgun. Also requires annual qualification in the issued weapons operation and use.

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*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications **should not** be viewed as expressing absolute employment or promotional standards, but as **general guidelines** that should be considered along with other job-related selection or promotional criteria.*

## **Physical Requirements:**

*[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to physically restrain assaultive persons.

Ability to lift and carry and otherwise assist injured persons.

Ability to climb stairs, ladders, fences and other obstacles.

Ability to walk/run over all types of terrain.

Ability to pursue individuals on foot.

Ability to drive a vehicle in all types of weather and engage in high speed pursuits. Stooping, kneeling, and crawling in order to collect evidence and perform other functions.

Ability to withstand periods of prolonged sitting while conducting surveillances.

## **Working Conditions:**

Required to deal with people in various states of intoxication, emotional and mental condition.

Required to work outside in all sorts of weather.

Exposure to extreme changes in temperature.

Exposure to a variety of foul odors.

Exposure to contact with -the bodily fluids of others.

Exposure to assault by individuals with various weapons.

***JOB DESCRIPTION FOR  
DOMESTIC VIOLENCE INVESTIGATOR  
February 9, 1999***

***General Summary:***

Under the supervision of the Detective Bureau command officer. Will perform follow up on all domestic violence complaints that have been taken by the Allegan County Sheriff's Office.

***Essential Functions:***

1. Follow up on all domestic violence complaints that are taken by the Allegan County Sheriffs Office.
2. Insure that all domestic violence complaints conform to Allegan County Sheriff' s Office policy.
3. Re-interview all victims, suspects and witnesses of domestic violence.
4. Collect any additional evidence that may have been left at the scene.
5. Take photographs of any injuries sustained by the victim.
6. Make all victims aware of Personal Protection Orders and direc t them to the proper agencies.
7. Serve all criminal and civil subpoenas related to domestic violence complaints.
8. Obtain all domestic violence- arrest warrants through the Allegan County Prosecutors Office. In addition, swear and sign warrant request before a judge or magistrate.
9. Make arrests on warrants authorized by the Courts.
10. Prepare detailed reports of activity- including complaints, interviews and arrests.
11. Attend all meetings as they pertain to domestic violence.

12. Communicate with the Victim Advocate at the Prosecutors Office on a weekly basis.
13. Communicate with the case manager at Sylvia's Place on a weekly basis.

ALLEGAN COUNTY  
**Lieutenant – Detective – Sheriff Department**

**General Summary**

Performs a variety of routine and complex detective division work in the administration of the Sheriff's department. Supervises detective related law enforcement activities. Works under the general supervision of the Sheriff. Works under the direct supervision of the Undersheriff. Exercises general supervision over detective sergeants and subordinate detective deputies and support staff.

**Essential Functions**

1. Supervises Detective Sergeants, Detective deputies and Detective support staff in their assigned duties.
2. Supervises the scheduling and coordination of shift changes.
3. Individual must possess the specific life functions of being able to display the ability to learn, think, concentrate, interact with others and to speak to be qualified for this position. Individuals must be aware of and able to respond and adapt to change and become proficient in those changes quickly.
4. The employee must be able to apply learned skills and knowledge to different factual situations, gather and analyze facts; develop options and solutions and to create new ways of viewing situations or approaching issues.
5. This position requires the employee to be alert at all times as a matter of public safety and confidence.
6. The employee must be able to interact with different groups of people during the course of a day. The employee must be able to work in a team based environment and to make teamwork a necessity of the workplace.
7. This employee must be able to speak and write in a professional manner as outlined by the requirements of the Sheriff and Undersheriff.
8. The employee must be able to deal with stressful events (angry citizens, unpredictable situations or emergencies) in a professional manner continuously.
9. The employee is required to exercise "self control" at all times by adhering to the work rules, procedures and policies of the Sheriff and the County.
10. Reviews a variety of law enforcement agency related reports prepared by subordinates or others.
11. Makes day-to-day personnel assignments as required by the needs of the community and the directions of the Sheriff or Undersheriff.
12. Makes plans about operational matters such as equipment to be used for particular operations or the detailed plans needed for an internal investigation. Develops new approaches to investigate problems.
13. Determines how to deploy personnel during emergency responses.
14. Maintains contact with other supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about division activities to the Sheriff and Undersheriff.
15. Maintains contact with general public, court officials, and other County officials in the performance of law enforcement activities.

ALLEGAN COUNTY  
**Lieutenant – Detective – Sheriff Department**

16. Conducts periodic performance evaluations and planning sessions for assigned sergeants and ensures sergeant(s) formally evaluate their personnel. Counsels/mentors assigned sergeants on job performance, recognition for good work and implements disciplinary matters when appropriate.
17. Maintains normal availability by radio, telephone or other appropriate means for consultation on major emergencies or precedent.
18. Carries out duties in conformance with Federal, State and County laws and ordinances;
19. Prepares a variety of reports and records.
20. Reviews, evaluates and develops programs, policies and procedures for various detective operations.
21. Assists in the preparation and administration of the division's portion of the department budget. Maintains overtime/compensatory time at approved and budgeted levels.
22. Coordinates and supervises the training, assignment, development of subordinate sergeants and detective deputies.
23. Coordinates activities with supervisors or other divisions within the Sheriff Department, exchanges information other law enforcement agencies, and obtains advice from the Prosecuting Attorney, Court Administrators, and other appropriate offices regarding cases, policies and procedures.
24. Analyzes and recommends improvements to equipment and facilities, as needed and funding allows.
25. Monitors and observes detective activities to ensure that conduct and performance conforms to department standards.
26. Schedules and conducts meetings.
27. Maintains departmental equipment, supplies and facilities as well as the accountability of the same.
28. Maintains liaison with community groups.

*This list may not be inclusive, of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

**Employment Qualifications**

**Education:**

- (A) High school diploma or equivalent supplemented by a two-year community college degree in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- (B) Completion of the basic law enforcement training academy or equivalent; and
- (C) Minimum of seven years work experience as a fully commissioned law enforcement officer, three of which shall have been in a supervisory position; or
- (D) An equivalent combination of education and experience.

**Experience:**

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of the County geography.
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to train, supervise and mentor subordinates personnel;
- (D) Ability to perform work requiring good physical condition;
- (E) Ability to communicate effectively orally and in writing;
- (F) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;
- (G) Ability to exercise sound judgment in evaluating situations and in making decisions;

*Lieutenant – Detective – Sheriff Department (October 22, 2007)  
Exempt Position*

ALLEGAN COUNTY  
**Lieutenant – Detective – Sheriff Department**

- (H) Ability to follow and give verbal and written instructions;
- (I) Ability to meet the special requirements listed below;

**Special Requirements:**

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet Department's physical and physical fitness standards;
- (C) COLES Law Enforcement Training certification.

**Tools And Equipment Used**

Police vehicle, two-way radio, handgun and other weapons as required, handcuffs, first aid equipment, personal computer including word processing software.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
2. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
3. The employee must successfully pass an annual physical fitness test as established by the Sheriff of Allegan County.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee may work in outside weather conditions. The employee occasionally works near incarcerated individuals; in high, precarious places.
2. While performing the duties of this job, the employee may encounter dangerous situations and unruly individuals. These encounters may have serious consequences to the physical nature of the incumbent.
3. The noise level in the work environment is usually moderate.

**Selection Guidelines**

Formal application through the Allegan County Human Resources Department, rating of education and experience; written test; oral interview and reference check; psychological examination; other job related tests will be required.

ALLEGAN COUNTY  
**Lieutenant – Detective – Sheriff Department**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

ALLEGAN COUNTY  
**Lieutenant – Uniform Service – Sheriff Department**

**General Summary**

Performs a variety of routine and complex Uniform Service work in the administration of the Sheriff's department. Supervises Uniform Service, investigation, traffic regulation, and related law enforcement activities. Works under the general supervision of the Sheriff. Works under the direct supervision of the Undersheriff. Exercises general supervision over Uniform Service sergeants and subordinate deputies and support staff.

**Essential Functions**

1. Supervises Uniform Service Sergeants, Deputies and Uniform Service support staff in their assigned duties.
2. Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
3. Supervises the scheduling and coordination of shift changes.
4. Individual must possess the specific life functions of being able to display the ability to learn, think, concentrate, interact with others and to speak to be qualified for this position. Individuals must be aware of and able to respond and adapt to change and become proficient in those changes quickly.
5. The employee must be able to apply learned skills and knowledge to different factual situations, gather and analyze facts; develop options and solutions and to create new ways of viewing situations or approaching issues.
6. This position requires the employee to be alert at all times as a matter of public safety and confidence.
7. The employee must be able to interact with different groups of people during the course of a day. The employee must be able to work in a team based environment and to make teamwork a necessity of the workplace.
8. This employee must be able to speak and write in a professional manner as outlined by the requirements of the Sheriff and Undersheriff.
9. The employee must be able to deal with stressful events (angry citizens, individuals placed under arrest, unpredictable situations or emergencies) in a professional manner continuously.
10. The employee is required to exercise "self control" at all times by adhering to the work rules, procedures and policies of the Sheriff and the County.
11. Reviews a variety of law enforcement agency related reports prepared by subordinates or others.
12. Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
13. Makes day-to-day personnel assignments as required by the needs of the community and the directions of the Sheriff or Undersheriff.
14. Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
15. Determines how to deploy personnel during emergency responses.
16. Maintains contact with other supervisory personnel to coordinate all related activities, provide mutual assistance during emergency situations and provide general information about about division activities to the Sheriff and Undersheriff.

*Lieutenant – Uniform Service – Sheriff Department (October 22, 2007)  
Exempt Position*

ALLEGAN COUNTY  
**Lieutenant – Uniform Service – Sheriff Department**

17. Maintains contact with general public, court officials, and other County officials in the performance of law enforcement activities.
18. Conducts periodic performance evaluations and planning sessions for assigned sergeants and ensures sergeants formally evaluate their personnel. Counsels/mentors assigned sergeants on job performance, recognition for good work and implements disciplinary matters when appropriate.
19. Maintains normal availability by radio, telephone or other appropriate means for consultation on major emergencies or precedent.
20. Carries out duties in conformance with Federal, State and County laws and ordinances and resolutions;
21. Oversees and assists, as needed, in the patrol of County roads, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.
22. Oversees and assists, as needed in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
23. Prepares a variety of reports and records.
24. Reviews, evaluates and develops programs, policies and procedures for various Uniform Service operations.
25. Assists in the preparation and administration of the division's portion of the department budget. Maintains overtime/compensatory time at approved and budgeted levels.
26. Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses, deputies, sergeants and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.
27. Coordinates and supervises the training, assignment, development of subordinate sergeants and deputies.
28. Coordinates activities with supervisors or other divisions within the Sheriff Department, exchanges information with other law enforcement agencies, and obtains advice from the Prosecuting Attorney, Court Administrators, and other appropriate offices regarding cases, policies and procedures.
29. Decides case priorities and determines when to refer an investigation to the Detective division.
30. Analyzes and recommends improvements to equipment and facilities, as needed as funding allows.
31. Assists citizens with such matters as crime prevention, drug resistance, traffic safety, etc.
32. Monitors and observes Uniform Service or investigative activities to ensure that conduct and performance conforms to department standards.
33. Schedules and conducts meetings.
34. Maintains departmental equipment, supplies and facilities as well as the accountability of the same.

ALLEGAN COUNTY  
**Lieutenant – Uniform Service – Sheriff Department**

35. Maintains liaison with community groups.

*This list may not be inclusive, of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

**Employment Qualifications**

**Education:** High school diploma or equivalent supplemented by a two-year community college degree in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and (B) Completion of the basic law enforcement training academy or equivalent; and (C) Minimum of seven years work experience as a fully commissioned law enforcement officer, three of which shall have been in a supervisory position; or (D) An equivalent combination of education and experience.

**Experience:** (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of the County geography. (B) Skill in the operation of the tools and equipment listed below; (C) Ability to train, supervise and mentor subordinates personnel; (D) Ability to perform work requiring good physical condition; (E) Ability to communicate effectively orally and in writing; (F) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; (G) Ability to exercise sound judgment in evaluating situations and in making decisions; (H) Ability to follow and give verbal and written instructions; (I) Ability to meet the special requirements listed below;

**Tools And Equipment Used**

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

**Special Requirements:**

(A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state; (B) Ability to meet Department's physical and physical fitness standards; (C) COLES Law Enforcement Training certification.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
4. The employee must successfully pass an annual physical fitness test as established by the Sheriff of Allegan County.

ALLEGAN COUNTY  
**Lieutenant – Uniform Service – Sheriff Department**

**Working Conditions:**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
3. While performing the duties of this job, the employee may encounter dangerous situations and unruly individuals. These encounters may have serious consequences to the physical nature of the incumbent.
4. The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application through the Allegan County Human Resources Department, rating of education and experience; written test; oral interview and reference check; polygraph examination; psychological examination; other job related tests will be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

# ALLEGAN COUNTY

## RECORDS SPECIALIST - SHERIFF

### **General Summary**

Under the direction of the Supervisor of Administrative Operations, performs a variety of secretarial and administrative support functions for the agency. Using various computer programs, processes a variety of sensitive documents and records for the Sheriff's Office, and enters relevant information accurately into the computer system. Assists the public and deputies with requests for reports and other inquiries related to records. Develops and maintains a variety of records and filing systems. May retrieve statistics and data to assist in completion of grant and annual reporting.

### **Essential Functions**

1. Processes citations including entering information into the computer and updating the database, filing, and distributing copies of records to the appropriate Court or Prosecutor's Office, as required.
2. Reviews reports for completeness. Enters information from reports into the computer, being certain to record tracked statistics & data fields to meet UCR/MICR standards. Transcribes recorded narratives for computer entry. Files reports in numerical sequence and records and files supplements, warrant requests, lab reports, dispositions, and other necessary documents. Prepares and distributes copies to other agencies as required.
3. May maintain files and documents related to fatal crashes including field sketches, photos, autopsy reports, blood test results, and other evidence and materials. Sends deceased records to the State with required documentation.
4. Assists with community policing activities for assigned team area.
5. Responds to requests for reports and other records from the public as appropriate, makes copies and collects related fees. Receives payments on inmate accounts. Properly receipts and records funds received.
6. Answers telephone requests for information and responds to inquiries from the public related to incidents and reports. Provides assistance to attorneys, law enforcement representatives, and the public. Responds to written inquiries from inmates.
7. Processes documents relating to impounded and abandoned vehicles, including researching ownership, preparing forms required by the State, and notifies owners and lien holders in a timely fashion; completes sales records for vehicles auctioned.
8. Receives visitors to the Sheriff's Office, answers inquiries regarding department procedures and/or directs the visitor to the proper source. Operates the switchboard of the Sheriff's Office, answers routine inquiries, takes messages for staff, and routes other calls to appropriate staff member.

# ALLEGAN COUNTY

## RECORDS SPECIALIST - SHERIFF

9. Completes various forms, logging data in computer database. Obtains fingerprints from the public as required.
10. Reviews MICR edit reports & corrects errors. Submits MICR data to State on a monthly basis.
11. Records & distributes subpoenas, notifying officers of cancellations.
12. Composes & modifies various forms to meet the needs of the department.
13. Registers & verifies sex offenders on a quarterly basis, or as required on a walk-in basis.
14. Develops and maintains filing systems.
15. Maintains and summarizes the data related to various programs and prepares and summarizes the information to complete grant requests & other reports upon request. Retrieves a variety of reports from the various records systems and distributes them as required.
16. Records minutes of meetings, including typing, copying and distributing to proper personnel as requested.

### **Other Functions**

17. None listed.

*This list may not be inclusive of the total scope of job functions to be performed Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** High school diploma with advanced training in Microsoft Office, including Word and Excel. Associates Degree preferred.

**Experience:** One year of secretarial or clerical experience in a law enforcement setting or in the legal field that includes substantial data entry experience. Information and records must be held in strict confidence. Proficient in Microsoft Office, including Word and Excel.

### **Other Requirements:**

- Ability to obtain and maintain LEIN operator certification after employment
- Pass fingerprint check of criminal history
- Pass Sheriff's Office comprehensive background check
- Possess and maintain valid Michigan driver's license.

# ALLEGAN COUNTY

## RECORDS SPECIALIST - SHERIFF

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]*

- Ability to sit for extended periods of time
- Ability to enter and retrieve information from computer
- Ability to file and retrieve files and documents
- Ability to access various areas of the Sheriff's Office and Jail as well as the courthouse
- Ability to lift up to 30 lbs.

### **Working Conditions:**

- Works in office conditions where inmates or suspects are sometimes present
- Exposure to firearms brought to the department for inspection and registration

ALLEGAN COUNTY  
**Sergeant – Corrections – Sheriff Department**

**General Summary**

Performs a variety of routine and complex corrections supervisory work for the Sheriff's department. Supervises corrections related law enforcement activities. Works under the general supervision of the Lieutenant – Corrections. Exercises general supervision over corrections officers.

**Essential Functions**

1. Supervises Corrections Officers in their assigned duties.
2. May supervise and/or schedule work release and othre community-based correctional programs.
3. Oversees and may personally participate in investigating criminal law violations occurring within the corrections department, obtaining evidences and compiling information regarding these crimes, testifying in court, and related activities.
4. Supervises the scheduling and coordination of shift manning.
5. Individual must possess the specific life functions of being able to display the ability to learn, think, concentrate, interact with others and to speak to be qualified for this position. Individuals must be aware of and able to respond and adapt to change and become proficient in those changes quickly.
6. The employee must be able to apply learned skills and knowledge to different factual situations, gather and analyze facts; develop options and solutions and to create new ways of viewing situations or approaching issues.
7. This position requires the employee to be alert at all times as a matter of public safety and confidence.
8. The employee must be able to interact with different groups of people during the course of a day. The employee must be able to work in a team based environment and to make teamwork a necessity of the workplace.
9. This employee must be able to speak and write in a professional manner as outlined by the requirements of the Lieutenant.
10. The employee must be able to deal with stressful events (angry citizens, incarcerated individuals, unpredictable situations or emergencies) in a professional manner, continuously.
11. The employee is required to exercise "self control" at all times by adhering to the work rules, procedures and policies of the Sheriff and the County.
12. Reviews a variety of corrections division related reports prepared by subordinates or others.
13. Advises and assists the Lieutenant in making plans about individual tactical matters such as equipment to be used for particular operations or the plans needed for an internal investigation. Develops new approaches to investigate problems.
14. Determines how to deploy personnel during emergency responses and keeps the Lieutenant informed.
15. Maintains contact with other shift supervisory personnel to coordinate all related activities, provide mutual assistance during emergency situations and provide general information about shift activities to the Lieutenant.
16. Conducts periodic performance evaluations and planning sessions for assigned officers. Counsels/mentors assigned officers on job performance, provides recognition for good work and implements disciplinary matters when appropriate.
17. Maintains normal availability by radio, telephone or other appropriate means for consultation on major emergencies or precedent.

*Sergeant – Corrections – Sheriff Department (9/24/01)*

ALLEGAN COUNTY

**Sergeant – Corrections – Sheriff Department**

18. Carries out duties in conformance with Federal, State and County laws and ordinances and resolutions;
19. Prepares a variety of reports and records.
20. Reviews, evaluates and develops programs, policies and procedures for various corrections operations for review by the Lieutenant.
21. Maintains overtime/compensatory time at or below approved and budgeted levels.
22. Coordinates and supervises the training, assignment, development of subordinate corrections officers.
23. Coordinates activities with sergeants of other divisions within the Sheriff Department, exchanges information with other law enforcement agencies, and obtains advice from the Lieutenants.
24. Analyzes and recommends improvements to equipment and facilities, as needed and as funding allows.
25. Monitors and observes corrections or internal investigative activities to ensure that conduct and performance conforms to department standards as set by the Sheriff.
26. Schedules and conducts meetings at the direction of the Lieutenant.
27. Maintains division/shift equipment, supplies and facilities as well as the accountability of the same.
28. Maintains liaison with community groups as directed and as appropriate.

*This list may not be inclusive, of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

**Employment Qualifications**

**Education:**

- (A) High school diploma or equivalent supplemented by a two-year community college degree in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- (B) Completion of the basic law enforcement training academy or equivalent; and
- (C) Minimum of five years work experience as a fully commissioned law enforcement officer; or
- (D) An equivalent combination of education and experience.

**Experience:**

- (A) Thorough knowledge of modern corrections law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to train, supervise and mentor subordinate personnel;
- (D) Ability to perform work requiring good physical condition;
- (E) Ability to communicate effectively orally and in writing;
- (F) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;
- (G) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (H) Ability to follow and give verbal and written instructions;
- (I) Ability to meet the special requirements listed below;

**Special Requirements:**

- (A) Must be at least 30 years of age.
- (B) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;

*Sergeant – Corrections – Sheriff Department (9/24/01)*

## Sergeant – Corrections – Sheriff Department

(C) Ability to meet Department's physical and physical fitness standards;

### Tools And Equipment Used

Two-way radio, and/or weapons as required, baton, handcuffs, first aid equipment, personal computer including word processing software.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit and talk and/or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
2. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
3. The employee must successfully pass an annual physical fitness test as established by the Sheriff of Allegan County.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
2. While performing the duties of this job, the employee may encounter dangerous situations and unruly individuals. These encounters may have serious consequences to the physical nature of the incumbent.
3. The noise level in the work environment is usually moderate.

### Selection Guidelines

Formal application through the Allegan County Human Resources Department, rating of education and experience; written test; oral interview and reference check; psychological examination; other job related tests will be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **Sergeant – Road Patrol – Sheriff Department**

### **General Summary**

Performs a variety of routine and complex road patrol supervisory work for the Sheriff's department. Supervises road patrol, investigation, traffic regulation, and related law enforcement activities. Works under the general supervision of the Lieutenant – Road Patrol. Exercises general supervision over road patrol deputies.

### **Essential Functions**

1. Supervises Road Patrol Deputies in their assigned duties.
2. Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these crimes, making arrestws, preparing cases for filing of charges, testifying in court, and related activities.
3. Supervises the scheduling and coordination of shift manning.
4. Individual must possess the specific life functions of being able to display the ability to learn, think, concentrate, interact with others and to speak to be qualified for this position. Individuals must be aware of and able to respond and adapt to change and become proficient in those changes quickly.
5. The employee must be able to apply learned skills and knowledge to different factual situations, gather and analyze facts; develop options and solutions and to create new ways of viewing situations or approaching issues.
6. This position requires the employee to be alert at all times as a matter of public safety and confidence.
7. The employee must be able to interact with different groups of people during the course of a day. The employee must be able to work in a team based environment and to make teamwork a necessity of the workplace.
8. This employee must be able to speak and write in a professional manner as outlined by the requirements of the Lieutenant.
9. The employee must be able to deal with stressful events (angry citizens, individuals placed under arrest, unpredictable situations or emergencies) in a professional manner continuously.
10. The employee is required to exercise "self control" at all times by adhering to the work rules, procedures and policies of the Sheriff and the County.
11. Reviews a variety of law enforcement agency related reports prepared by subordinates or others.
12. Evaluates deputies' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
13. Advises and assists the Lieutenant in making plans about individual tactical matters such as equipment to be used for particular operations or the plans needed for an investigation. Develops new approaches to investigate problems.
14. Determines how to deploy personnel during emergency responses and keeps the Lieutenant informed.
15. Maintains contact with other shift supervisory personnel to coordinate all related activities, provide mutual assistance during emergency situations and provide general information about about shift activities to the Lieutenant.
16. Conducts periodic performance evaluations and planning sessions for assigned deputies. Counsels/mentors assigned deputies on job performance, provides recognition for good work and implements disciplinary matters when appropriate.

*Sergeant – Road Patrol – Sheriff Department (September 26, 2006)  
Exempt Position*

## ALLEGAN COUNTY

17. Maintains normal availability by radio, telephone or other appropriate means for consultation on major emergencies or precedent.
18. Carries out duties in conformance with Federal, State and County laws and ordinances and resolutions;
19. Oversees and assists, as needed, in the patrol of County roads, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect citizens.
20. Oversees and assists, as needed in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
21. Prepares a variety of reports and records.
22. Reviews, evaluates and develops programs, policies and procedures for various road patrol operations for review by the Lieutenant.
23. Maintains overtime/compensatory time at or below approved and budgeted levels.
24. Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses, deputies, sergeants and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.
25. Coordinates and supervises the training, assignment, development of subordinate deputies.
26. Coordinates activities with sergeants of other divisions within the Sheriff Department, exchanges information with other law enforcement agencies, and obtains advice from the Lieutenants.
27. Analyzes and recommends improvements to equipment and facilities, as needed and as funding allows.
28. Assists citizens with such matters as crime prevention, drug resistance, traffic safety, etc.
29. Monitors and observes road patrol or investigative activities to ensure that conduct and performance conforms to department standards as set by the Sheriff.
30. Schedules and conducts meetings at the direction of the Lieutenant.
31. Maintains division/shift equipment, supplies and facilities as well as the accountability of the same.
32. Maintains liaison with community groups.

*This list may not be inclusive, of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

#### **Education:**

*Sergeant – Road Patrol – Sheriff Department (September 26, 2006)  
Exempt Position*

## ALLEGAN COUNTY

- (A) High school diploma or equivalent supplemented by a two-year community college degree in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- (B) Completion of the basic law enforcement training academy or equivalent; and
- (C) Minimum of seven years work experience as a fully commissioned law enforcement officer; or
- (D) An equivalent combination of education and experience.

### **Experience:**

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of the County geography.
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to train, supervise and mentor subordinates personnel;
- (D) Ability to perform work requiring good physical condition;
- (E) Ability to communicate effectively orally and in writing;
- (F) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;
- (G) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (H) Ability to follow and give verbal and written instructions;
- (I) Ability to meet the special requirements listed below;

### **Special Requirements:**

- (A) Must be at least 30 years of age.
- (B) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (C) Ability to meet Department's physical and physical fitness standards;
- (D) COLES Law Enforcement Training certification.

### **Tools And Equipment Used**

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk and/or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
4. The employee must successfully pass an annual physical fitness test as established by the Sheriff of Allegan County.

## ALLEGAN COUNTY

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
2. While performing the duties of this job, the employee may encounter dangerous situations and unruly individuals. These encounters may have serious consequences to the physical nature of the incumbent.
3. The noise level in the work environment is usually moderate.

### **Selection Guidelines**

Formal application through the Allegan County Human Resources Department, rating of education and experience; written test; oral interview and reference check; polygraph examination; psychological examination; other job related tests will be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

# ALLEGAN COUNTY

## SUPERVISOR OF ADMINISTRATIVE OPERATIONS SHERIFF DEPARTMENT

### **General Summary**

Under the direction of the Sheriff and Undersheriff, provides executive level administrative support to the Command Staff. Manages calendars, prioritizes meetings, screens calls/visitors, and handles requests for information. Reviews and responds to inquiries from the Sheriff's Office website. Prepares agendas and materials for Command Staff, Supervisory, and various Committee meetings, and records and transcribes minutes from those meetings. Coordinates all travel arrangements for the Command Staff. Performs a variety of highly complex clerical tasks requiring a detailed knowledge of the law enforcement and corrections aspects of the criminal justice system. Researches material, assists in the preparation of reports, composes and types correspondence, contracts, and various documents for the executive staff, and establishes filing and recordkeeping systems. Must be able to integrate well with others and work both independently and in a team environment. Must demonstrate the capability to organize complex projects and be able to prioritize and multi-task in a timely manner.

Under the direction of the Investigative Services Lieutenant, this is a working supervisor that is responsible for all day-to-day reporting, customer service and recordkeeping for the Sheriff's Office. Oversees the schedules of employees, ensuring an even work flow, and assists personnel with difficult or complex issues as they arise. Proposes, revises, and implements procedures to improve department efficiency. Troubleshoots computer and telephone issues, and serves as department liaison with Information Services.

### **Essential Functions**

1. Supervises full-time and part time office personnel, including assigning and delegating work assignments, scheduling, training, approving vacations, performance evaluations, and discipline referrals. Plans and coordinates training and cross-training for office personnel. Ensures that office hours and services offered meet the needs of the public and the department, and are provided in an efficient manner.
2. Manages calendars, prioritizes meetings, screens calls/visitors, and handles requests for information.
3. Serves as liaison to Prosecutor's Office and District, Probate, and Circuit Courts.
4. Develops job task procedure manuals. Monitors activity to ensure compliance with department policy and procedure, personnel rules and regulations, and the terms of collective bargaining agreements, if applicable.

# ALLEGAN COUNTY

## SUPERVISOR OF ADMINISTRATIVE OPERATIONS SHERIFF DEPARTMENT

5. Performs a variety of highly complex clerical tasks requiring a detailed knowledge of the law enforcement and corrections aspects of the criminal justice system. Maintains lawsuit files.
6. Acts as department liaison with Information Services for computers, phone system, and other technology needs. Monitors phone system to ensure accuracy and prompt service. Provides completed material including narratives and photos to Information Services Department for website maintenance. Provides in-house computer support for department employees.
7. Resolves urgent issues, alone or in conjunction with others.
8. Monitors state and federal crime statistical reporting to ensure accuracy.
9. Makes travel arrangements for executives and other staff as needed. Coordinates schedules, composes correspondence and screens calls of executive staff, including the Sheriff.
10. Coordinates meetings and PowerPoint presentations, prepares agendas, and meeting materials. Transports equipment and supplies to alternate locations for meetings, testing, etc., as required. Records and transcribes minutes of confidential meetings. Participates in committee meetings, task forces, etc. as required.
11. Researches issues through contacts with other agencies, vendors, and others. Meets with vendors on behalf of the agency.
12. Composes public relations material for the department, as well as for individual specialized units. Composes news releases, complying with applicable rules.
13. Obtains bids to purchase public relations and other materials as needed, coordinated through Purchasing Analyst in the Finance Department.
14. Prepares department reports and PowerPoint presentations. Prepares personnel postings, notices, and correspondence of a sensitive nature.
15. Creates and maintains filing system for administrative records.
16. Transcribes and maintains records of all incident review summaries, internal investigations, and any resulting board of inquiry reports.

# ALLEGAN COUNTY

## SUPERVISOR OF ADMINISTRATIVE OPERATIONS SHERIFF DEPARTMENT

17. Maintains department policy and procedure manual, including updates when necessary, and employee signature receipts. Assists with grant writing and reporting as required.
18. Plans and arranges various ceremonies, business luncheons, banquets, and special events.

### **Other Functions**

19. Makes decisions independently and maintains strict confidentiality.
20. Other tasks or projects as assigned.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time and will vary with the skills and abilities of the employee.*

### **Employment Qualifications**

#### **Education:**

- High School diploma, plus advanced coursework in office management, supervisory training, accounting, or related courses
- Associates Degree preferred
- Certified Administrative Professional designation alternately accepted

#### **Licensing:**

- Must possess a valid Michigan driver's license

#### **Experience:**

- Minimum of 5 years of experience in an environment requiring confidentiality, with progressively more responsible administrative experience,
- Minimum of 2 years supervisory experience preferred, in a law enforcement environment,
- Must have clear criminal history, receive fingerprint clearance,
- Strong computer and internet research skills,
- Proficient in Microsoft Office products,
- Strong organizational skills,
- Strong communication skills,
- Minimum keyboarding speed of 75 kpm,
- Must possess excellent grammar and composition skills,
- Proficient in New World Systems-Aegis Law Enforcement software,

# ALLEGAN COUNTY

## SUPERVISOR OF ADMINISTRATIVE OPERATIONS SHERIFF DEPARTMENT

- LEIN certified, and proficient in the LEIN system,
- Able to operate all standard office equipment,
- Able to work well with all levels of management and staff, as well as the public and vendors,
- Proficient at MICR coding

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### **Physical Requirements:**

*This position requires that the incumbent be able to perform all essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one of more of these requirements.*

- Able to lift equipment, files, and packages weighing up to 30 lbs.
- Able to sit for extended periods of time at a computer
- Able to operate a calculator
- Able to access office files
- Able to enter and retrieve information from a computer

### **Working Conditions-**

- Works in office conditions, which are housed in a correctional facility, where inmates may be present, either for interviews or as inmate workers performing janitorial duties

# ALLEGAN COUNTY

## UNDERSHERIFF

### General Summary

Under the direction of the Sheriff, serves as the chief assistant to that official. Assists in the planning, administration and supervision of all departmental activities. Assumes primary responsibility for the fiscal management of the department. Oversees the road patrol, criminal investigative division, corrections and other functions of the department. Assumes command of the department in the absence of the Sheriff.

### Essential Functions

1. Participates in personnel management functions of employment, scheduling, making work assignments, reviewing performance, and dealing with employee relations matters. Oversees departmental training and reviews training opportunities offered by various agencies. Reviews performance evaluations. Conducts research and analyzes proposals regarding the collective bargaining process, reviews and authorizes disciplinary actions, responds to grievances, and participates in other employee relations matters.
2. Monitors daily operations of assigned areas, confers with supervisory officers regarding incidents and problems, and ensures compliance with departmental rules, regulations, and policies.
3. Assumes primary responsibility for the fiscal management of the department, including drafting the budget, monitoring the approved budget and recommending budget adjustments and line item changes, monitoring and administering grant funding, accounting for revenues, and overseeing and authorizing expenditures. Assists in purchasing of major equipment items and service contracts including preparing bid specifications and requests for proposals.
4. Assists in planning departmental operations related to service delivery, crime prevention, staffing, equipment needs, and other operational issues.
5. Assists in the planning and preparation of programs, reviews plans and requirements, and oversees the implementation and administration of assigned program areas.
6. Represents the Sheriff at meetings of various groups to explain policies and services and collects citizen input on law enforcement issues. Makes presentations to schools, community organizations, and others.
7. Oversees and participates in the maintenance of all records and reports, ensuring compliance with applicable statutes and the regulations of various agencies.
8. Serves as Public Information Officer for the department.
9. In the absence of the Sheriff, assumes command of the department.

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## Other Functions

10. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## Employment Qualifications

**Education:** Bachelor's Degree in criminal justice, police administration, business administration, or related areas.

**Experience:** Six years of experience in law enforcement including at least three years as a command officer including administrative/supervisory experience.

**Other Requirements:** Valid Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

## **Working Conditions:**

Works in office conditions.

Exposure to inside of jail.

Exposure to inmates convicted of various criminal offenses.