

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 26 day of Sept, 2024.

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

To approve the changes to the **job title, job description and salary grade of two (2) positions** in the Sheriff's Office

One (1), Deputy Sheriff, salary grade D1, position control number 003 410 236, FLSA non-exempt
To



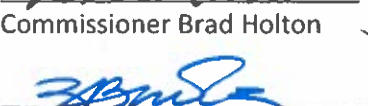
One (1), Sergeant, salary grade S1, position control number 003 410 236, FLSA non-exempt

One (1), Deputy Sheriff, salary grade D1, position control number 003 410 239, FLSA non-exempt
To

One (1), Lieutenant, salary grade L1, position control number 003 410 239, FLSA Exempt

Job descriptions are attached

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: Rick Hogaboam, Clerk


Deputy Clerk

Date: 9-26-24

24-189



Lieutenant

Sheriff's Office

FLSA Designation: Exempt

Pay Grade: L1

Effective Date: 9/27/24

Job Summary

This role involves the planning, organizing, directing and supervising of the operational activities of a major division within the Sheriff's Office. The work is performed under the direct supervision of the Captain but considerable latitude is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the class of Sergeant, Corporal, Detective, Deputy and other non-sworn support personnel. Duties of this role are performed in a general office environment, detention facility and/or an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger.

Key Responsibilities:

- **Leadership & Supervision**
 - Work with staff to implement and delegate tasks related to community policing, scheduling, work assignments, and equipment evaluation
 - Briefs employees on current criminal activity, special tasks, and changes in Department policy and procedures
 - Provide counseling to employees to adopt a positive work environment and to ensure compliance with policies and procedures.
 - Coordinate and collaborate with other law enforcement agencies and emergency services as needed
 - Lead by example, fostering a professional, respectful, and ethical work environment
- **Law Enforcement Duties**
 - Performs the duties of subordinate personnel, as required
 - Participating in community events to strengthen relationships between law enforcement and the community
 - May supervise other specialized sectional and divisional areas such as neighborhood services, field operations, community services, criminal investigations section, administrative services, professional services unit, organizational services unit, communications, public resources unit, firearms training, or other assignment
 - Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses
 - May be required to appear in court and offer testimony
- **Administrative**
 - Assists in preparation, monitoring and administration of assigned Divisions' annual budget
 - Preparation and management of grants within the office; monitoring application and disbursement process
 - Responding and communicating to community concerns, sharing updates on law enforcement activities and policies

- Providing and assisting residents in navigating resources and services available through the Sheriff's office
- **Training and Development**
 - Coordinate manager and supervisor meetings and trainings, follow-up on officer complaints
 - Assist Captain in establishing and implementing office goals and programs
- **Other Duties**
 - Performs all work duties and activities following County and Sheriff's Office policies, procedures, and safety practices
 - On-call after duty hours to respond to emergency situations
 - All other duties as assigned

Qualifications

Skills and Abilities

- Apply leadership theories, principles and practices to effectively supervise and train staff
- Knowledge and understanding of the Sheriff's Office structure, objectives, regulations including general orders, policies and operational procedures
- Knowledge of municipal budget preparation and planning methods and techniques
- Ability to work cooperatively and constructively with colleagues and the public to deliver high-quality public service
- Ability to analyze complex police management problems and implement effective solutions
- Ability to handle various responsibilities accurately, quickly assess situations and dangers to identify for appropriate actions

Special Qualifications

- Idaho POST Advanced certification
- Idaho driver's license
- Must successfully complete a background investigation, including a polygraph examination, through the National Crime Information Center (NCIC)

Education and Experience

- High school or GED equivalency required and a Bachelor's degree or advanced training preferred; and
- Ten (10) years' experience in law enforcement required, including three (3) years supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone and two-way radio equipment, and communicate with victims, witnesses, interested and affected parties, other employees and the public;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, observe and record a crime scene and related evidence, sight and shoot a firearm, and prepare and present a variety of educational and technical documents and diagrams;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, audio and video equipment, a personal computer, specialized police equipment, operate a motor vehicle, and use a firearm safely and effectively;

- Sufficient personal mobility, flexibility, stamina, strength, and agility, with or without reasonable accommodations, which permits the employee to sit or stand for long periods of time and perform all duties required in a law enforcement environment.

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.



Sergeant

Sheriff's Office

FLSA Designation: Non-Exempt

Pay Grade: S1

Effective Date: 9/27/24

Job Summary

This position involves supervisory and administrative duties as the first-line supervisor of a group of sworn sheriff's deputies and non-sworn staff on an assigned shift. The primary function is to perform police work and serve as first-line supervisor in maintaining community order and enforcing all local, state and federal laws. An individual in the Sergeant classification may be assigned to specific areas of supervisory responsibility such as patrol, investigations, detention, courts, community services, field operations, administration, training, armaments, or other assignment. The principal duties of this class are performed in a general office environment, detention facility and/or an outdoor environment that includes exposure to adverse weather conditions and to potential personal danger.

Key Responsibilities:

Leadership and Supervision

- Serves as first-line shift or unit supervisor; schedules, assigns and evaluates the work of subordinates
- Responds to and assumes command of crime scenes, emergency situations, major incidents in assigned area of responsibility
- Supervises law enforcement activities dealing with investigations, courts, warrants, detention, crimes against persons, crimes against property, narcotics, or other assigned areas
- Briefs employees on current criminal activity, special tasks, and changes in Department policy and procedures
- Coordinate and collaborate with other law enforcement agencies and emergency services as needed
- Lead by example, fostering a professional, respectful, and ethical work environment

Law Enforcement Duties

- Performs all duties of a Sheriff's Deputy, including patrolling assigned areas enforcing laws, responding to emergency calls, conducting investigations and making arrests
- Assist in the apprehension of suspects, securing crime scenes and preparing necessary reports
- May serve in other specialized areas such as community services, criminal investigations, administrative services, firearms training unit, SWAT team, or other assignments
- May be required to appear in court and offer testimony

Training and Development

- Instructs, trains, mentors, and assists subordinates in all aspects of their duties
- Conducts ongoing inspections of personnel and their assigned equipment
- Reviews, critiques and approves reports filed by subordinates, ensuring case handling aligns with department standards and procedures.
- Teaches and coaches subordinates to perform all work duties and activities following County policies, procedures, and safety practices

Administrative

- Maintains employee work records and complete performance reviews of subordinates
- Reports any cases of misconduct, neglect of duty, incompetence, and violations of general orders and Department rules and regulations
- Performs administrative duties including policy writing, officer complaint follow-up, supervisors' meeting and training
- Monitor the portion of their assigned annual budget

Other Duties

- Participate in public safety events, crime prevention programs, and community outreach activities
- Maintain positive relations with the public by engaging in community policing efforts
- All other duties as assigned

Qualifications

Skills and Abilities

- Knowledge of Department functions, procedures, policies, goals, organization, general orders, and rules and regulations.
- Knowledge of use of police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons and other related equipment.
- Knowledge of methods, objectives and procedures of law enforcement practices and court proceedings.
- Ability to supervise and lead subordinates through instruction in the performance of their duties.
- Ability to make sound and reasonable decisions in accordance with laws, ordinances, regulations, and procedures
- Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks

Special Qualifications

- Idaho POST intermediate certification required and advanced certification is preferred;
- Idaho driver's license;
- Other certifications may be required to perform specialized training and/or supervisory duties.
- Must successfully complete a background investigation, including a polygraph examination, through the National Crime Information Center (NCIC).

Education and Experience

- High school diploma or GED equivalency is required and some college or advanced supervisory training is preferred; and
- Five (5) years of experience in law enforcement, including two (2) years with the County is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively, interrogate and interview people, discern noises that may require investigation, and perform telephone and radio communication

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, perform surveillance, sight and shoot a firearm, gather evidence at crime scenes, and coordinate and conduct detailed investigations
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, direct traffic, write reports, utilize equipment required for the performance of duties, and operate a vehicle;
- Sufficient personal mobility, flexibility, stamina, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to direct traffic, bend or stoop repeatedly, maneuver through and over rough, uneven, slippery or rocky terrain, perform search activities for extended periods of time, physically apprehend and restrain an individual, and perform all duties required in a law enforcement environment.

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