

Jackson County Sheriff's Office

TEDD E. FRAZIER, SHERIFF

Chief Deputy Sheriff Position Description:

Follows the Ohio Revised Code section 311.04, as well as the following:

- Protects life and property in county's jurisdiction.
- Appointed by the Sheriff to assist in the Management of the Jackson County Sheriff's Office and the Jackson County Correctional Facility.
- Monitors the overall operations and supervise the staff, including hiring and termination of staff.
- Schedules work assignments and deployment of human resources in patrol division
- Transmits orders to subordinate officers for execution.
- Supervises the Jackson County Major Crimes Task Force
- Advises subordinates of procedures required to secure search and bench warrants.
- Reviews available evidence for suitability and consults with prosecuting attorney in preparation of grand jury cases.
- Investigates civilian complaints against staff members and determines action to be taken based on evidence secured.
- Disciplines staff members for violation of intradepartmental rules and regulations.
- Resolves personnel problems of staff members.
- Prepares regular and supplemental budgets for division and submits to superior.
- Requisitions equipment and services.
- Addresses civic and educational groups on law enforcement subjects.
- Conducts training sessions.
- Assumes field command of division during emergency operations.
- Reports directly to the Sheriff.
- Chief Deputy Sheriff is the highest rank to which you can be appointed.
- Patrols assigned area to maintain order.
- Enforces laws and provides assistance to citizens as needed.
- Responds to reports of misdemeanors or felonies and performs preliminary observations and investigations; takes offense reports, gathers evidence.
- Secures scenes of crimes and accidents.
- Maintains traffic.
- Takes traffic accident reports on private and public property.
- Apprehends suspected law violators,
- Performs arrests, searches, restrains, books and confines arrested persons.
- Transports person(s) in custody, assuming responsibility for discipline and safety.
- Serves as officer of the court in serving warrants and other legal documents.
- Provides court testimony as required.
- Follows the Jackson County Sheriff's Office Policy and Procedures Manual.
- Follows Community Policing principles
- Uses unbiased policing practices
- Performs related duties as necessary (takes fingerprints, prepares reports, takes photographs, searches records, assists in duty officer station.
- Approves and negotiates contracts
- New and other related duties as assigned.

Ohio Revised Code: 311.04 Deputy Sheriffs.

(A) As used in this section, "felony" has the same meaning as in section [109.511](#) of the Revised Code.

(B)(1) Subject to division (C) of this section, the sheriff may appoint, in writing, one or more deputies. At the time of the appointment, the sheriff shall file the writing upon which the appointment is made with the clerk of

the court of common pleas, and the clerk of the court shall enter it upon the journal of the court. The sheriff shall pay the clerk's fees for the filing and journal entry of the writing. In cases of emergency, the sheriff may request of the sheriff of another county the aid of qualified deputies serving in those other counties of the state, and, if the consent of the sheriff of that other county is received, the deputies while so assigned shall be considered to be the deputies of the sheriff of the county requesting aid. No judge of a county court or mayor shall be appointed a deputy.

(2) Notwithstanding section [2335.33](#) of the Revised Code, the sheriff shall retain the fee charged pursuant to division (B) of section [311.37](#) of the Revised Code for the purpose of training deputies appointed pursuant to this section.

(C)

(1) The sheriff shall not appoint a person as a deputy sheriff pursuant to division (B)(1) of this section on a permanent basis, on a temporary basis, for a probationary term, or on other than a permanent basis if the person previously has been convicted of or has pleaded guilty to a felony.

(2)

(a) The sheriff shall terminate the employment of a deputy sheriff appointed under division (B)(1) of this section if the deputy sheriff does either of the following:

(i) Pleads guilty to a felony;

(ii) Pleads guilty to a misdemeanor pursuant to a negotiated plea agreement as provided in division (D) of section [2929.43](#) of the Revised Code in which the deputy sheriff agrees to surrender the certificate awarded to the deputy sheriff under section [109.77](#) of the Revised Code.

(b) The sheriff shall suspend from employment any deputy sheriff appointed under division (B)(1) of this section if the deputy sheriff is convicted, after trial, of a felony. If the deputy sheriff files an appeal from that conviction and the conviction is upheld by the highest court to which the appeal is taken or if the deputy sheriff does not file a timely appeal, the sheriff shall terminate the employment of that deputy sheriff. If the deputy sheriff files an appeal that results in that deputy sheriff's acquittal of the felony or conviction of a misdemeanor, or in the dismissal of the felony charge against the deputy sheriff, the sheriff shall reinstate that deputy sheriff. A deputy sheriff who is reinstated under division (C)(2)(b) of this section shall not receive any back pay unless that deputy sheriff's conviction of the felony was reversed on appeal, or the felony charge was dismissed, because the court found insufficient evidence to convict the deputy sheriff of the felony.

(3) Division (C) of this section does not apply regarding an offense that was committed prior to January 1, 1997.

(4) The suspension from employment, or the termination of the employment, of a deputy sheriff under division (C)(2) of this section shall be in accordance with Chapter 119. of the Revised Code.

Effective Date: 01-01-2004.