

	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>  <b>Administration</b> <b>126</b>	<b>Effective Date:</b> May 1, 2014 Accreditation Standards: <b>ADM .08.01</b>
		<b>Original Policy:</b> May 1, 2014 <b>Last Review Date:</b> October 31, 2023 <b>Next Review Date:</b> October 31, 2024
<b>Subject: Job Classification</b>		<b>By Authority of:</b> <hr/> <b>William E Sales, Sheriff</b>

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
05-25-16	III F	Added “overseas/works circuit court when in session, schedules transports, schedules extraditions, coordinates between clerks officer and WCSO, supervises transport deputies, schedules daily operations, schedules overtime assignments, serves civil/legal process when needed, assures security at the Joint Judicial Center” to the list of typical duties of a sergeant.	EAS	LRT
05-25-16	III F	Added “an extensive knowledge of court security and civil/legal process” to the knowledge base of a sergeant.	EAS	LRT
01-29-18	III M	Added Section M	EAS	LRT
06-11-18	III	Changed, “Lieutenant” to “Sergeant”	EAS	LRT
06-11-18	III E	Removed “The Lieutenant manages a shift or unit of their assigned division. The Lieutenant reports Major. Typical Duties The Lieutenant manages a shift or unit within the Sheriff's Office. He/She maintains employee staffing needs for the shift/unit to include: daily schedules, holiday and annual leave, overtime and compensatory time, and court assignments; supervises the shift/unit; assists with difficult cases, providing training, leadership, and guidance; handles personnel matters and civilian complaints for their shift/unit; prepares and maintains records; reviews reports for correctness and content; reviews case files and other paperwork turned in by deputies; directs, counsels, and assists subordinate employees with reference to their assignments and activities; conducts briefings; and any other duties assigned by the Command Staff. Knowledge, Skills, and Abilities The Lieutenant should have an above average knowledge of the criminal justice field, to include modern law enforcement methods and procedures	EAS	LRT

		related to patrol, traffic control, criminal investigation, search and seizure and suspect identification; above average knowledge of Federal, State, and local laws; the ability to plan, assign, evaluate, instruct, and supervise the work of others; the ability to demonstrate excellent interpersonal relationship skills; the ability to interact with the public and Sheriff's Office personnel in a fair and consistent manner; the ability to demonstrate above average knowledge of written/oral communications; the ability to operate and supervise the operation of Sheriff's Office equipment skillfully, safely, and in conformance with applicable laws; and the ability to maintain DCJS certification and a valid driver's license.		
06-11-18	III E	Moved Classification section up one letter	EAS	LRT
06-11-18	III C	Changed "Lieutenant" to "Major"	EAS	LRT
06-11-18	III D	Removed "however, the Corporal may also receive direction form the Sergeant.	EAS	LRT
06-11-18	III D	Changed "Lieutenant" to "Sergeant"	EAS	LRT
06-11-18	III C	Added, "evidence room inspections".	EAS	LRT
06-11-18	III D	Added, "overviews FTO program".	EAS	LRT
01-07-21	III B	Added, "overseas the accreditation process, handles the Sheriff's Office Communication Functions"	EAS	LRT
01-05-23	III C	Added "Lieutenant. The Lieutenant is the shift supervisor. The Lieutenant repots to the Major. Typical duties. The Lieutenant assists with employee staffing, needs and interviews; assigns, evaluates, and supervises the work of sworn staff and the non-sworn administrative staff; assures adherence to all orders, policy, and regulations;; receives, reviews, and prepares correspondence; prepares Sheriff's Office reports; assists with the Sheriff' Office budgeting process; over sees the Field Training (FTO) Program Coordinator assuming charge in the absence of the Major, evidence room inspections, and any other duties assigned by Sheriff. Essential Function: Conducts administrative duties such as leave records, work schedules, court schedules, and assists with evaluations for deputies; schedules transports, schedules extraditions, coordinates between clerks, officer, and WCSO, supervises transport deputies, schedules daily operations, schedules overtime assignments, serves civil/legal process when needed, assures security at the JJC, and any other duties assigned by supervisory staff, evaluates, counsels, and disciplines subordinates as	BWD	WES

		required. Knowledge, Skills, Abilities: The Lieutenant should have above average knowledge of the criminal justice field to include modern law enforcement methods and procedures related to patrol, traffic control, criminal investigation, search and seizure and suspect identification; above average knowledge of Federal, State, and Local laws; an extensive knowledge of court security and civil/legal process, the ability to plan, assign, evaluate, instruct and supervise the work of others; the ability to demonstrate above average interpersonal relationship skills; the ability to interact with the public and Sheriff's Office personnel in a fair and consistent manner; above average knowledge of written/oral communications; the ability to operate and supervise the operation of the Sheriff's Office equipment skillfully, safely, and in conformance with applicable laws; and the ability to maintain DCJS certification and a valid driver's license.		
01-05-23	III C	Removed "Major" Added "Lieutenant"	BWD	WES
01-05-23	III D	Removed "overviews FTO program and maintains related records; Added "Oversees the service of all civil papers. Acts as the first line supervisor for patrol units.	BWD	WES
01-05-23	III D	Added "assists with accreditation."	BWD	WES
01-05-23	III E	Added Field Training Facilitator.	BWD	WES
01-05-2023	III F	Added "Knowledge, Skills, and Abilities Any combination of education and experience equivalent to a High School diploma Degree (GED) is Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license. Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English. Some Spanish preferred. Ability to establish and maintain effective working relationships with the general public and other employees.	BWD	WES

## I. PURPOSE

The purpose of this general order is to identify the responsibilities, functions, and duties of each position within the Winchester City Sheriff's Office.

## II. POLICY

The Winchester City Sheriff's Office is established under Article 7, Section 4, of the Virginia Constitution. The Sheriff is a constitutional officer and his duties are regulated and defined by state

statute. Virginia Code § 15.2-408 (c) authorizes the Sheriff to appoint deputies (all deputies must take the oath of office pursuant to Virginia Code § 49.1 and Virginia Code § 15.2-1603), assistants, and employees as required in the exercise of his duties.

### **III. CLASSIFICATIONS**

The Sheriff's Office job classifications are structured to support specific functional areas of responsibility regarding the employees and their job classification. However, all sworn personnel may perform any of the duties of a deputy at any time, (For example, a Sergeant may issue a traffic summons, but traffic enforcement is not one of his/her typical duties) and supervisors should use the knowledge, skills, and abilities of a deputy as a foundation to build upon.

#### **A. Sheriff**

The Sheriff is an elected position, and as such, is the Chief Executive Officer of the Sheriff's Office. The Sheriff has full authority and responsibility for the management, direction, and control of the operation and administration of the Sheriff's Office. This direction will be accomplished through written and oral orders, policy, directives, guidelines, and guidance as well as by personal leadership. By virtue of Article 7, Section 4, of the Virginia Constitution the Sheriff is solely responsible for the control of the Sheriff's Office and is independent of the city and state government. The Sheriff's duties are regulated and defined by Virginia state statute. Duties include but are not limited to establishing policies, hiring and termination of employees, and the departmental promotional process.

#### **B. Chief Deputy/Major**

The Chief Deputy is the second highest commissioned officer and holds the rank of Major. The Chief Deputy reports directly to the Sheriff. The Chief Deputy is responsible for the management of all Sheriff's Office functions in the Sheriff's absence.

##### **Typical Duties**

The Chief Deputy assists with employee staffing needs and interviews; assigns, evaluates, and supervises the work of the command staff and the non-sworn administrative staff; assures adherence to all orders, policy, and regulations; receives, reviews, and prepares correspondence; prepares Sheriff's Office reports; assists with the Sheriff's Office budgeting process; represents the Sheriff at functions/meetings; supervises internal affair investigations; reviews policy and recommends changes; assists with difficult cases, provides training, leadership, and guidance; oversees the accreditation process, handles the Sheriff's Office Communication Functions and any other duties assigned by the Sheriff.

##### **Knowledge, Skills, and Abilities**

The Chief Deputy will have comprehensive knowledge of the criminal justice field; comprehensive knowledge of Federal, State, and local laws; the ability to plan, assign, evaluate, instruct, and supervise the work of others; the ability to analyze complex problems and identify effective solutions; the ability to demonstrate excellent interpersonal relationship skills, to include team building skills and techniques, and modern leadership and supervisory techniques; the ability to interact with the public and Sheriff's Office personnel in a fair and consistent manner; a comprehensive knowledge of written/oral communications; and maintain DCJS certification and a valid driver's license.

#### **C. Lieutenant**

The Lieutenant is the shift supervisor. The Lieutenant reports to the Major.

##### **Typical Duties**

The Lieutenant assists with employee staffing, needs and interviews; assigns, evaluates, and supervises the work of sworn staff and the non-sworn administrative staff; assures adherence to all orders, policy, and regulations; receives, reviews, and prepares correspondence; prepares Sheriff's Office reports; assists with the Sheriff's Office budgeting process; Field Training (FTO) Program Coordinator, assuming charge in the absence of the Major, evidence room inspections, and any other duties assigned by Sheriff.

#### Essential Function

Conducts administrative duties such as leave records, work schedules, court schedules, and assists with evaluations for deputies; schedules transports, schedules extraditions, coordinates between clerks, officer, and WCSO, supervises transport deputies, schedules daily operations, schedules overtime assignments, serves civil/legal process when needed, assures security at the Joint Judicial Center, and any other duties assigned by supervisory staff, evaluates, counsels, and disciplines subordinates as required.

#### Knowledge, Skills, Abilities

The Lieutenant should have above average knowledge of the criminal justice field to include modern law enforcement methods and procedures related to patrol, traffic control, criminal investigation, search and seizure and suspect identification; above average knowledge of Federal, State, and Local laws; an extensive knowledge of court security and civil/legal process, the ability to plan, assign, evaluate, instruct and supervise the work of others; the ability to demonstrate above average interpersonal relationship skills; the ability to interact with the public and Sheriff's Office personnel in a fair and consistent manner; above average knowledge of written/oral communications; the ability to operate and supervise the operation of the Sheriff's Office equipment skillfully, safely, and in conformance with applicable laws; and the ability to maintain DCJS certification and a valid driver's license.

### **D. Sergeant**

The Sergeant is the assistant shift supervisor. The Sergeant reports to the Lieutenant.

#### Typical Duties

The Sergeant performs difficult protective service work in the Sheriff's Office. Their duties include but are not limited to serving as a unit or shift supervisor, assuming charge in the absence of the Lieutenant, and participating in the work of subordinates. Essential functions include enforcing laws, investigating criminal activity, testifying in court, ensuring safety of the public, scheduling and assigning employees, maintaining records, files and preparing reports; oversees work of subordinates, Field Training Facilitator checks quality and quantity of work performed, reviews reports for correctness and content; conducts administrative duties such as leave records, work schedules, court schedules, and assists with evaluations for deputies; assists with accreditation; serves warrants, issues summons, makes arrests, evidence room inspections, and maintains related records; evaluates, counsels and disciplines subordinates as required; conducts briefings; overseas/works circuit court when in session, schedules transports, schedules extraditions, coordinates between clerks officer and WCSO, supervises transport deputies, schedules daily operations, schedules overtime assignments, serves civil/legal process when needed, assures security at the Joint Judicial Center, and any other duties assigned by supervisory staff.

#### Knowledge, Skills, and Abilities

The Sergeant should have above average knowledge of the criminal justice field to include modern law enforcement methods and procedures related to patrol, traffic control, criminal investigation, search and seizure and suspect identification; above average knowledge of Federal, State, and local laws; an extensive knowledge of court security and civil/legal process, the ability to plan, assign, evaluate, instruct, and supervise the work of others; the ability to demonstrate above average interpersonal relationship skills; the ability to interact with the public and Sheriff's Office personnel in a fair and consistent manner; above average knowledge of written/oral communications; the ability to operate and supervise the

operation of Sheriff's Office equipment skillfully, safely, and in conformance with applicable laws; and the ability to maintain DCJS certification and a valid driver's license.

### **E. Corporal**

The Corporal is responsible for the supervision and direction of subordinate deputies when the Sergeant is absent from duty. The Corporal primarily reports to the Sergeant.

#### **Typical Duties**

The Corporal performs difficult protective service work in the Sheriff's Office. Their duties include but are not limited to serving as a unit or shift supervisor, assuming charge in the absence of the Sergeant; participating in the work of subordinates include enforcing laws, investigating criminal activity, testifying in court, ensuring safety of the public; scheduling and assigning employees; maintaining records, files and preparing reports; oversees work of subordinates; checks quality and quantity of work performed; reviews reports for correctness and content; conducts administrative duties such as leave records, work schedules, court schedules; serves warrants, issues summons, makes arrests, conducts briefings and counsels subordinates as required; Field Training Facilitator, reviews reports for correctness and content; conducts oversees the service of all civil papers, acts as the first line supervisor for patrol units, and any other duties assigned by supervisor.

#### **Knowledge, Skills, and Abilities**

The Corporal should have above average knowledge of the criminal justice field to include modern law enforcement methods and procedures related to patrol, traffic control, criminal investigation, search and seizure and suspect identification; above average knowledge of Federal, State, and local laws; the ability to plan, assign, evaluate, instruct, and supervise the work of others; the ability to demonstrate above average interpersonal relationship skills; the ability to interact with the public and Sheriff's Office personnel in a fair and consistent manner; above average knowledge of written/oral communications; the ability to operate and supervise the operation of Sheriff's Office equipment skillfully, safely, and in conformance with applicable laws; and the ability to maintain DCJS certification and a valid driver's license.

### **F. Deputy**

Deputies may be assigned to any of the divisions within the Sheriff's Office. Deputies receive and array of assignments from Bailiff to serving civil papers. They are still deputies who perform additional specified duties along with the typical duties associated with being a deputy. They report to the immediate supervisor of the division, shift, or unit to which they are assigned.

#### **Typical Duties**

The Deputy performs difficult protective service work in the Sheriff's Office to include: patrols the city, enforces laws through arrest/summons, investigates criminal activity, gathers and processes evidence, interviews victims, witnesses, and suspects; prepares detailed reports of incidents; prepares and maintains case files; testifies in court; ensures the safety of the public; answers calls for service; enforces traffic laws; obtains and serves arrest warrants, issues/serves summonses and subpoenas; investigates traffic accidents; controls scenes; provides law enforcement escorts; directs traffic; performs residential and commercial checks; assists fire and emergency services; transports prisoners; performs bailiff duties; fingerprints suspects; provide courtroom and courthouse security; interacts with the public through educational presentations; any other duties assigned by supervisory staff.

1. Civil Deputy-is a deputy that acts as a bailiff in the courts, transports prisoners inside and outside of the City of Winchester, processes convicted subjects, and serves civil legal documents.

#### Knowledge, Skills, and Abilities

Any combination of education and experience equivalent to a High School diploma Degree (GED) is Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license. Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English. Some Spanish preferred. Ability to establish and maintain effective working relationships with the general public and other employees.

#### **G. Administrative Assistant**

The Administrative Assistant is a non-sworn employee that performs professional, administrative, and clerical work pertinent to the administration of the Sheriff's Office function to insure efficient office management. The Administrative Assistant reports to the Chief Deputy.

#### Typical Duties

The Administrative Assistant assists and supports the department head and command staff by carrying out administrative and secretarial assignments as required; supervises subordinate non-sworn personnel, maintains the Sheriff's schedule for appointments and meetings; assists in development of office procedures; sets up and maintains filing systems; orders office supplies and equipment; processes purchase orders; maintains the Sheriff's Office budget; maintains Sheriff's Office accounts; approves Sheriff's Office bills for payment; enters data into Sheriff's Office computers; reviews Sheriff's Office records for finance and human resources; establishes and maintains comprehensive and confidential files on Sheriff's Office personnel; and performs any other duties assigned by the Sheriff or Chief Deputy.

#### Knowledge, Skills, and Abilities

The Administrative Assistant should have knowledge of the Sheriff's Office organization and structure, and the operation of City of Winchester government; the ability to plan, assign, evaluate, instruct, and supervise the work of others; the ability to analyze complex problems and identify effective solutions; excellent interpersonal relationship skills, to include team building skills and techniques, and modern leadership and supervisory techniques; understand modern office terminology and procedures; process time management skills, and human relations and organizational skills; knowledge of letter and report composition; knowledge of proper grammar and punctuation; knowledge of modern computer software applications including word processing, spreadsheets, and database programs; have the ability to multitask and meet established deadlines; have a basic understanding of financial reports/budgets; and a knowledge of the criminal justice system.

#### **H. Secretary**

The Secretary is a non-sworn position that entails the performance of skilled secretarial, clerical, and computer work. The Secretary reports to the Administrative Assistant.

#### Typical Duties

The Secretary takes and transcribes dictation of correspondence, memoranda, reports, statements, and other materials; types from rough draft, copy, dictating machine, marginal notes, or verbal instruction; checks and reviews a variety of data for accuracy, completeness and conformance to established standards and enters the information into a data base; composes routine correspondence; provides telephone coverage, taking messages and directing calls to appropriate staff members; provides information to the

public; operates modern office equipment; maintains mailing lists, files, and card indexes; assists sworn personnel as needed; and performs any other duties assigned by the Administrative Assistant.

#### Knowledge, Skills, and Abilities

The Secretary should have knowledge of the Sheriff's Office organization and structure; understand modern office terminology and procedures; the ability to efficiently operate modern office equipment; the ability to establish and maintain effective working relationship with others; provide courteous and efficient service to the public; the ability to respond calmly and effectively to changing priorities; process time management and organizational skills; knowledge of letter and report composition; knowledge of proper grammar and punctuation; knowledge of modern computer software applications including word processing, spreadsheets, and database programs; have the ability to multitask and meet established deadlines; maintain the confidentiality and security of records and information; knowledge of the criminal justice system; and the ability to maintain VCIN certification.

### **I. Office Assistant**

The Office Assistant is a non-sworn position that performs clerical and computer work. The Office Assistant reports to the Administrative Assistant.

#### Typical Duties

The Office Assistant reviews incoming incident reports for compliance with departmental requirements and procedures; corrects certain minor errors; utilizes various criminal justice information systems to retrieve information for sworn personnel; inputs reports/documents in the records management system; makes necessary changes to ensure correct incident report numbering and titling, reviews incident reports to ensure charges and property are entered correctly and crimes classified according to established Uniform Crime Reporting (UCR) codes; provides telephone coverage, taking messages and directing calls to appropriate staff members; provides information to the public; operates modern office equipment; maintains files and records; receives, records, and maintains civil and criminal legal documents; assists sworn personnel as needed; and performs any other duties assigned by the Administrative Assistant.

#### Knowledge, Skills, and Abilities

The Office Assistant should have knowledge of the Sheriff's Office organization and structure; knowledge of modern office practices, procedures, and equipment; knowledge of data entry requirements for the automated law enforcement records system; knowledge of basic law enforcement reporting requirements and UCR codes; knowledge of Sheriff's Office objectives, procedures, and terminology; knowledge of federal and state privacy and security regulations and their application to law enforcement records; the ability to establish and maintain effective working relationship with others; provide courteous and efficient service to the public; the ability to respond calmly and effectively to changing priorities; process time management and organizational skills; have the ability to multitask and meet established deadlines; and maintain VCIN certification.

### **J. Receptionist**

The Receptionist is a non-sworn position that performs routine customer service clerical work requiring a qualified typist for the courthouse

#### Typical Duties

Greets visitors and guides them to the proper place, Answers and relays all incoming calls as directed, Keeps necessary records of calls and visitors, Answers inquiries and gives general information as requested following established guidelines, Monitors equipment and reports needed maintenance and repair, Sorts incoming mail and posts outgoing mail and Types letters and reports and performs other clerical duties as necessary.



### Knowledge, Skills, and Abilities

Any combination of education and experience equivalent to a High School diploma or General Education Degree (GED) is required. Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license. Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English. Some Spanish preferred. Some knowledge of standard office practices, procedures, equipment and clerical techniques. Some knowledge of receptionist procedures and the operation of the switchboard. Ability to establish and maintain effective working relationships with the general public and other employees.

### **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Required Physical Activities: Requires light physical effort working almost exclusively with lightweight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, crawling and gripping.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is conducted indoors under controlled temperatures.

