

## Chief Deputy

### 1203.1 POSITION SUMMARY

The Chief Deputy is second only to the Sheriff in the Office's command structure. The Chief Deputy is appointed by the Ashland County Board of Supervisors and is a "NON-UNION" position. This person primarily performs administrative duties necessary to maintain overall operations of the entire Sheriff's Office. The Chief Deputy manages the Patrol, Jail, Communications and Emergency Management Divisions of this Office. The Chief oversees the day to day operations of the Sheriff's Office through coordination of the divisions and management of personnel and budgeting.

In addition, the Chief Deputy performs law enforcement work with the maintenance of public safety, protection of life and property and enforcement of all State and County laws. The intrinsic responsibility of this position is to assume operational and overall command of the Sheriff's Office in the absence of the Sheriff.

The Chief Deputy position was created for the continuity in law enforcement as it relates to the Sheriff's Office and to provide any incoming Sheriff a working organization and to relieve the Sheriff of many details in connection with the responsibilities of that office. Ashland County ordinance 009-2008-67 governs the Chief Deputy position. [See attachment: 009-2008-67 Chief Deputy Ordinance.pdf](#)

### 1203.2 APPOINTMENT

The Chief Deputy will be appointed by the Selection Committee comprised of the Public Property and Law Enforcement Committee, the Ashland County Sheriff and the Ashland County Administrator. The appointment will be final upon approval of the Executive Committee and the full Ashland County Board of Supervisors.

### 1203.3 TENURE

The Chief Deputy shall hold office in the same manner as any other non-union appointed employee and shall not be subject to demotion, suspension or dismissal except for good cause.

### 1203.4 QUALIFICATIONS

- Citizen of USA and the State of Wisconsin and reside in the County of Ashland within two (2) months after beginning employment.
- A two (2) year Associate of Criminal Justice Degree or a minimum of 60 semester credits from an accredited college. This requirement is waived if the applicant is promoted from within the Office.
- Have at least five (5) years of experience in the law enforcement, which must include supervisory and administrative experience.
- Provide documentation of/or demonstrated leadership experience.

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- Be a certified Wisconsin Law Enforcement Officer, or become a certified officer at his/her time and expense within one year of employment.
- Have a thorough knowledge of radio systems/network and emergency telecommunications systems.
- Meet all qualifications pertaining in general to Ashland County Employees.
- Meet any other qualifications required by law.
- Must avail himself/herself to the Executive Committee's chosen course of hiring which may include but no limited to: written test, interview(s), physical, agility test, psychological test and background investigation.

#### 1203.5 GENERAL DUTIES

- Act for the Sheriff in his/her absence.
- Drafts and manages the Office's budgets with approval of the Sheriff.
- Head administrative and personnel officer within the Office under the Sheriff.
- Responsible for staff discipline, conduct and corrective actions.
- Manages the operations of the Patrol and Investigation Divisions.
- Manages the Jail Division and Clerical Staff.
- Manages the Countywide 911 Communications Center/Communications Division.
- Supervises the County Emergency Management Division and assumes emergency management duties in the absence of the program coordinator.
- Actively coordinates the relationship and activity between all the Sheriff's Office divisions.
- Responsible for staff training, career development and employee evaluations as directed by the Sheriff
- Coordinates new employee selection and internal promotion processes.
- Responsible for internal operations/functions: Evidence Process; Civil Process; Property/Equipment Maintenance; etc.
- Assign and review work of officers and employees within the Office, including the work scheduling process.
- Assist the Sheriff in developing/maintaining policies and procedures. Advise personnel on policies and procedures.
- Manages the entire Countywide radio communications system.
- Manages the Countywide addressing system and maintains the 911 telecommunications system.
- Prepare and make recommendations or reports to the appropriate committees or County Board as a whole.

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- Acts as a liaison between the Office and the County Executive Committee during collective bargaining and disciplinary appeals.
- Notwithstanding the aforesaid duties expected by this body, the Sheriff may assign, by policy, other Chief Deputy assignments and/or authorize other deputies to assist the Chief Deputy without relinquishing responsibility.
- It is the intent in connection with specifying of duties to provide, within limitations of the existing law and constitution, a continuity in law enforcement as it relates to the Sheriff's Office and to provide any incoming Sheriff a working organization and to relieve the Sheriff of many details in connection with the responsibilities of that office. It is to be understood that all general policy and top direction will still ultimately come from the Sheriff but that the Chief Deputy, with the authority herein, will furnish the necessary leadership and administration on a continuing basis so as to eliminate morale problems and provide a more efficient operation of the Office.

## Attachments

## 009-2008-67 Chief Deputy Ordinance.pdf

**ORDINANCE #009-2008-67**

**AN ORDINANCE TO ESTABLISH THE POSITION OF  
CHIEF DEPUTY SHERIFF  
IN THE ASHLAND COUNTY SHERIFF'S DEPARTMENT**

**THE ASHLAND COUNTY BOARD OF SUPERVISORS DO ORDAIN  
AND ENACT AS FOLLOWS:**

**SECTION 1. AUTHORITY OF COUNTY BOARD TO ENACT**

That this Ordinance has been adopted by the Board of Supervisors pursuant to the powers vested in it under Section 59.159(2)(b) Wisconsin Statutes as renumbered as Chapter 118, Laws of 1973, as Section 59.025(3)(b), Wisconsin Statutes.

**SECTION 2. ABOLISH THE POSITION OF UNDERSHERIFF**

Notwithstanding the constitutional authority of the Sheriff having to appoint an Under Sheriff within 10 days of taking office, the paid position of Under Sheriff is abolished within the Ashland County Sheriff's Department, and the appointment of an Under Sheriff will be as an unpaid position as of the enactment of this Ordinance.

**SECTION 3. ESTABLISH THE CHIEF DEPUTY SHERIFF'S POSITION**

The administrative position of Chief Deputy Sheriff is hereby established within the Ashland County Sheriff's Department. Said position is second in command to the Sheriff, being the highest ranking Deputy Sheriff, upon enactment of this Ordinance.

**SECTION 4. FILLING THE CHIEF DEPUTY SHERIFF'S POSITION**

Initially and for any future vacancy, the Chief Deputy Sheriff position shall be posted to the public.

**SECTION 5. FUTURE APPOINTMENT OF CHIEF DEPUTY SHERIFF**

The Chief Deputy will be appointed by the Selection Committee comprised of the Public Property and Law Enforcement Committee, the Ashland County Sheriff and the Ashland County Administrator. The appointment will be final upon approval of the Executive Committee and the full Ashland County Board of Supervisors.

5. Manages the operations of the Patrol and Investigation Divisions.
6. Manages the Jail Division and Clerical Staff.
7. Manages the Countywide 911 Communications Center/Communications Division.
8. Supervises the County Emergency Management Division and assumes emergency management duties in the absence of the program coordinator.
9. Actively coordinates the relationship and activity between all the Sheriff's Department divisions.
10. Responsible for staff training, career development and employee evaluations as directed by the Sheriff
11. Coordinates new employee selection and internal promotion processes.
12. Responsible for internal operations/functions: Evidence Process; Civil Process; Property/Equipment Maintenance; etc.
13. Assign and review work of officers and employees within the Department, including the work scheduling process.
14. Assist the Sheriff in developing/maintaining policies and procedures. Advise personnel on policies and procedures.
15. Manages the entire Countywide radio communications system.
- \* 16. Manages the Countywide addressing system and maintains the 911 telecommunications system.
17. Prepare and make recommendations or reports to the appropriate committees or County Board as a whole.
18. Acts as a liaison between the Department and the County Executive Committee during collective bargaining and disciplinary appeals.
19. Notwithstanding the aforesaid duties expected by this body, the Sheriff may assign, by policy, other Chief Deputy assignments and/or authorize other deputies to assist the Chief Deputy without relinquishing responsibility.
20. It is the intent in connection with specifying of duties to provide, within limitations of the existing law and constitution, a continuity in law enforcement as it relates to the Sheriff's Department and to provide any incoming Sheriff a working organization and to relieve the Sheriff of many details in connection with the responsibilities of that office. It is to be understood that all general policy and top