HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Law Enforcement Major

Job Code: U8705
Pay Grade: CB
Pay Scale: $147,847.87-$256,735.84 Annually
Exempt: Yes

OVERVIEW

Plan, direct, and manage a district/division within the Sheriff's Office. Majors shall be aware of potential problems that are unique to their functional areas and be responsible for methods of controlling and solving these problems. This law enforcement (LE) certified management position may also be referred to as District/Division Commander. LE certified majors assigned to the Department of Detention Services shall refer to the Detention Major job description for information regarding Department of Detention Services appointments but retain their LE job profile designation for accurate reporting purposes.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Act as the liaison between command management (i.e., colonel and up) and subordinates to establish primary goals and ensure district/division goals are accomplished.
- Manage and direct the activities of subordinates in charge of sectors, bureaus, sections, squads, and/or units within the district/division via staff or procedural operations meetings; assign, monitor, and review work; review evaluate performance and initiate corrective action as needed, including termination.
- Maintain knowledge of the duties and responsibilities of each subordinate position within the assigned district/division; may conduct exit interviews of personnel resigning or transferring from the district/division.
- Ensure personnel receive the necessary training in their current field of work.
- Review Strategic Management data and district/division activities.
- Review departmental policies and procedures to ensure compliance with state and federal mandates and Sheriff's Office standard operating procedures (SOPs); conduct evaluations, studies, or assessments of specific programs, policies, and procedures.
- Ensure that all personnel follow existing laws, standard operating procedures (SOPs), and directives.
- Ensure that resources are adequate to carry out the tasks of the functional area, personnel workloads are assigned in an equitable manner, and agency rules and regulations are followed; may adjust personnel deployment and/or coordinate manpower requests for special assignments in order to meet public safety and law enforcement operational needs.
- Coordinate projects with the Department Commander to develop programs to be implemented.
- Ensure subordinates are cited for excellence in their work and/or forward service award nominees through the Chain of Command to the Awards Committee Chairman.
- Develop and administer the division/district budget by forecasting funding needs; considering recommendations for functional area staffing, equipment, materials, supplies, and procurement; and maintaining control over division/district expenditures.
- Review and recommend disposition of disciplinary action concerning district/division personnel.

- Review and respond to all citizen complaints as they apply to the district/division.
- Enhance division/district relationships with that of other entities (e.g., other internal functional areas, other criminal justice agencies, Florida Department of Law Enforcement, community) by proper coordination of effort, which results in effective outcomes (e.g., crime control and prevention, Sheriff's Office events).
- Ensure that investigations involving district/division personnel are conducted based upon sound investigative principles, existing laws, and in a professional manner.
- Ensure that assigned cases are thoroughly investigated with the goals of arresting the perpetrator, recovering property or evidence, and providing professional testimony in court.
- If engaging with the news media, ensure that contact with them is professional and courteous; ensure that the information provided to the news media does not violate the constitutional rights of a defendant or interfere with the investigation of a case.
- Monitor the progress of major investigations; keep Command Management advised of major happenings in the district/division.
- Attend staff meetings scheduled by the Department Commander.
- Answer correspondence directed to the district/division from other criminal justice agencies.
- Ensure approved requests from other agencies are complied with by the appropriate personnel.
- Remain available via telephone and/or car radio for any emergency involving district/division operations.
- Serve as the Sheriff's Office Duty Major as scheduled.
- Represent the Sheriff at meetings and on various boards and committees, as directed by the Sheriff.
- May assume command of the applicable department in the absence of the Department Commander when designated as Acting Commander.
- Carry out the mandates of the Sheriff or other higher authority.
- Fulfill all requirements of a Law Enforcement Deputy Sheriff within Hillsborough County as outlined in Sheriff's Office GEN SOP 100.01 including the pursuit, apprehension, and arrest of law violators or suspected law violators.
- Operate an agency vehicle in support of assigned duties.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of local, state, and federal laws pertinent to law enforcement.
- Extensive knowledge of law enforcement guidelines and criminal investigation methods and techniques.
- Extensive knowledge of managerial, interpersonal, and public relations techniques.
- Extensive knowledge of traffic accident control measures and investigation methods and techniques.
- Extensive knowledge of court procedures.
- Thorough knowledge of the functions, activities, requirements, and objectives of the areas to which assigned.
- Knowledge of management methods, techniques, and practices.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- Ability to safely operate a motor vehicle.
- Ability to act quickly and correctly in emergencies.
- Ability to pay close attention to detail.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to handle confidential information.
- Ability to use a computer and related software.
- Ability to meet specific physical requirements as may be established by competent authority.

SKILLS

- Employee Performance Management

- Firearms
- Law Enforcement
- Radio Operations
- Verbal Communications
- Written Communication
- Disciplinary Procedures

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency, courthouse/court complex, and/or detention facility.
- Work outdoors in a subtropical climate in potential adverse weather conditions.
- Exposure to explicit or disturbing behavior.
- Remain in a stationary position for extended periods of time at a scene, event, or workstation.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 pounds).
- Drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- May work day or night shifts and non-standard hours/days including weekends and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor's degree or higher from an accredited institution of higher education.
- Possession of a valid certification by the State of Florida as a law enforcement officer.
- Management experience in law enforcement and/or corrections.

Additionally, the following are required:

- No punitive disciplinary action consisting of a 5-day suspension or greater and/or involuntary demotion within the last two years.
- Ineligible if currently serving a suspension or probation with the Criminal Justice Standards and Training Commission (CJSTC).
- An overall rating of three "fully acceptable" or better on the annual evaluation in the Employee Performance Management System (EPMS) for the three years prior to submission.
- A rating of three "fully acceptable" or better in each dimensional category on the annual evaluation in EPMS within the one year prior to submission.

REQUIRED ANNUAL TESTING

- Successful completion of the Hillsborough County Sheriff's Office Physical Abilities Assessment (PAA).

Note on the PAA

The course consists of the following and must be completed in 5:48 minutes or less:

- 130-foot run followed by scaling a 4-foot-high stationary solid wall.
- 100-foot run to a cone, followed by a 40-foot run to stairs and completion of a 70-step stair climb (one step equals: first foot up, second foot up, first foot down, second foot down).
- 100-foot run followed by climbing through a 3-foot-high window.
- 50-foot run navigating through cones in a serpentine pattern, keeping cones on the indicated

side.
- 20-foot movement (push, pull, drag, or walk) of a 180-pound sled back and forth five times, totaling 100 feet.
- 20-foot drag of a 160-pound dummy.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A master's degree or higher from an accredited institution of higher education.
- Successful completion of an agency approved advanced leadership course.