HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Undersheriff

Job Code: U8708
Pay Grade: CE
Pay Scale: $243,972.97-$376,316.79 Annually
Exempt: Yes

OVERVIEW

Serve as the second-in-command within the Sheriff's Office, responsible for maintaining public safety, implementing policies, and supporting the Sheriff's mission.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Supervise, train, guide, and manage all assigned personnel and functional areas.
- Vested with the authority to bear arms, make arrests, and is responsible for crime prevention, detection, and enforcement of Florida state laws.
- In the absence of the Sheriff, assume command of the Sheriff's Office and perform the duties and responsibilities of the Sheriff consistent with Florida Law.
- Be available for emergencies involving assigned personnel or Sheriff's Office operations.
- Oversee the administration, planning, and direction of assigned law enforcement, detention, and professional staff operations.
- Review disciplinary action recommendations.
- Assist in the development and management of budget and resources.
- Implement policies, procedures, and regulations in accordance with the Sheriff's directives.
- Approve Sheriff's Office policies and procedures.
- Represent the Sheriff's Office at various meetings, conferences, seminars, disciplinary hearings, etc.
- Communicate with the Command Management Executive Management regarding current events and matters of operations and administration concerning the Sheriff's Office.
- Assist the Sheriff in the selection of candidates for promotion.
- Ensure personnel are recognized for excellence in their work and/or forward service award nominees through the management chain to the Awards Committee chairperson.
- Perform duties under the general supervision of the Sheriff.
- Evaluate the work performance of the Department Commanders, Administrative Personnel (e.g., Sergeant, Lieutenant), and other managerial or support personnel within the Office of the Chief Deputy.
- Ensure compliance with civil rights laws, prohibiting discrimination in internal and external services, programs, and activities.
- 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.
- May 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 supervisory, interpersonal, and public relations techniques.
- Extensive knowledge of traffic accident control measures and investigation methods and techniques.
- Extensive knowledge of court procedures.
- Ability to communicate effectively, both orally and in writing.
- 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 established by competent authority.

SKILLS

- Emergency Management
- Law Enforcement
- Executive Management

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.
- Remain in a stationary position for extended periods of time at a scene, event, or workstation.
- Drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- Maintain cell phone availability after hours and at home to aid and guide subordinates.
- May engage in extremely heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials over 100 pounds).
- May be required to work non-standard hours including nights, weekends, and holidays.
- 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 from an accredited institution of higher education.
- Possession of a valid certification by the State of Florida as a law enforcement officer.
- Executive management experience in law enforcement and/or corrections.

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 the FBI National Academy, the Southern Police Institute (Administrative Officers Course), the Northwestern Traffic Institute (School of Police Command), the North Carolina State University (Administrative Officers Management Program), the National Institute of Corrections, or the Florida Criminal Justice Executive Institute.