



Sheriff- County Coroner (Exempt E82)

Position Objective:

The Pennington County Sheriff is elected by the Citizens of Pennington County and by law shall keep and preserve the peace within the county as governed by State of South Dakota Codified Law under Title 7. The Pennington County Sheriff oversees operations classified under four divisions; Addiction Treatment Services (ATS), Wester South Dakota Juvenile Services Center (WSDJSC), Law Enforcement and the Pennington County Jail (PCJ).

The Pennington County Sheriff also serves as the County Coroner.

The Sheriff is responsible for 432 plus full-time equivalent employees, contracted services and nearly 125 volunteers.

Essential Functions:

- Planning, directing and supervising Sheriff's Office 38-million-dollar annual budget to include 432 full-time equivalent personnel, equipment, and 6 facilities with a housing capacity of nearly 900 beds as necessary to accomplish responsibilities of the office.
- Ensuring the enforcement of ordinances, executive orders and laws as approved by the County Commission, South Dakota Codified Law, federal regulations, and the South Dakota Law Enforcement Officer Standards and Training Commission.
- Overseeing division budgets, contracts and user agreements
- Maintaining compliance with attorney generals' orders in the enforcement of laws as required under SDCL Title 7
- Overseeing the law enforcement division responsible for executing writs, warrants and civil processes from the courts
- Overseeing the law enforcement division patrol, investigative, transport, training and records functions
- Operating the 662 bed Pennington County Jail as required under SDCL Title 7 to include implementation and collaborative oversight of the MacArthur Criminal Justice Reform Initiatives
- Overseeing the operation of the Addiction Treatment Services social-setting detox, safe beds, crisis care and residential treatment facility
- Overseeing WSDJSC operations to include the implementation of Juvenile Detention Alternatives Initiative
- Appointment and removal of deputies, correctional officer and clerks by subscribing the official oath as required by SDCL 7-12-10
- Serving as County Coroner as detailed under SDCL 7-14 of State Codified Law
- Operating the County 24/7 Sobriety Program as required by state law.
- Providing direct supervision to the Corrections and Law Enforcement Chief Deputies, Director of Administrative Services, Public Information Officer and Executive Assistant
- Overseeing construction projects to include participation on the Pennington County Building Committee.
- Overseeing volunteer programs and ancillary functions to include: Pennington County Search and Rescue, Reserve Deputies, Chaplains, Youth Explorers, Project Lifesaver, Senior Volunteers and correctional facility program volunteers

- Ensuring compliance with established accreditation standards as applicable to ATS, WSDJSC and the PCJ
- Participating in public policy development for a variety of issues impacting local, state and national stakeholders.
- Actively seeing collaborations to best serve the needs of Pennington County to include Behavior Management Systems Crisis Care Center and Lutheran Social Services Reception Center
- Acting as liaison with other agencies and representatives involved in public safety
- Serving on boards as appointed or required for matters pertaining to and/ or required as chief law enforcement officer
- Advising the general public and County Commission on matters related to public safety
- Approving and overseeing all Sheriff's Office policies

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Qualifications for the position are as dictated by statute for a county elected official and the election process.

Working Environment:

- Work is performed in office and field environments. As a certified deputy sheriff, the sheriff may have exposure to the environment and hazards as listed under the deputy sheriff job description.

Physical Requirements:

- The Sheriff can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit. Other physical demands include periodic high levels of exertion in the form of unarmed self-defense and lifting and/ or moving more than 100 pounds. The Sheriff must possess sufficient physical capability to overcome and restrain a combative or resistive individual and is required to demonstrate compliance with physical fitness standards annually.