Pennington County Sheriff’s Office Job Description

Job Title: Sheriff (Coroner)  
Division: Sheriff’s Office  
Reports To: Citizens of Pennington County  
Grade: Elected Official  
FLSA Status: Exempt  
Approved Date: 1/1/2015

Job Summary
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), Western 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 420 plus full-time equivalent employees, 20 varying part-time and seasonal employees, contracted services and nearly 125 volunteers.

Essential Duties and Responsibilities

- Planning, directing and supervising Sheriff’s Office multi- million dollar annual budget to include 420 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 general’s 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.

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- Appointment and removal of deputies, correctional officers 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 the Attorney General’s Office.
- Providing direct supervision to the Corrections and Law Enforcement Chief Deputies, Human Resources Manager, Public Information Officer and Executive Assistant.
- 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.
- Actively seeking collaborations to best serve the needs of Pennington County to include the 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.

Minimum Requirements

- 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. Sheriff must possess sufficient physical capability to overcome and restrain a combative or resistive individual and are required to demonstrate compliance with physical fitness standards annually.
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