

HAND COUNTY SHERIFF'S OFFICE

Public Safety Dispatch
415 West First Avenue, Suite 102
Miller, South Dakota 57362-1371

August 15, 2018

Dear Applicant for sheriff:

Hand County is now accepting applications for an interim sheriff. This interim sheriff will be appointed by the county commissioners to take office in early January of 2019. This interim, appointed sheriff will serve at the discretion of the commission. The next general election is in 2020 at which time the office of Sheriff will be open to nominations. The winner of that election may run again in 2022 during that general election for the full four year term of sheriff which expires in 2026. Please keep this in mind prior to submitting your application. It cannot be changed and there are no guarantees of re-election.

The current statutory minimum salary for sheriff in a county of our size is \$41,256 (SDCL 7-12-15). The salary is set the county commission and will not be known until the commission finds a suitable applicant and chooses the final salary.

The interim sheriff position will include the current benefit package, which includes:

- Health Insurance (currently Avera). Optional deductible / co-pay levels, one of which is a Health Savings Account. The employee's insurance is compensated but the family policies are not.
- Dental Insurance is currently through Delta Dental. There are plans for the employee and family available.
- Vision Insurance is currently through VSP. There are plans for the employee and family available.
- Retirement is currently through the South Dakota Retirement System. This is a "Class B" (law enforcement) position where the employee contributes 8% of earnings which is matched by the employer.

Hand County is seeking an applicant who is already certified in the State of South Dakota and is in good standing with the Law Enforcement Standards and Training Commission. The preferred applicant should have at least five years of supervisory law enforcement and administrative experience, preferably in a sheriff's office.

This preference does not preclude a less experienced applicant from submitting the application materials but please understand this preference from the onset.

The sheriff's office is authorized to have two full time deputies. Currently, one position is occupied by the other is open for applications.

The sheriff's office is also authorized one full time civilian, office manager position and one evening / part-time clerk / dispatcher position. Local dispatching is provided by these staff

605-853-2408 Voice

605-853-2362 - FAX

Email: handcosheriff@hotmail.com Website: <http://hand.sdcounties.org/sheriff>

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positions but there is no dispatching currently on weekends, holidays or overnights. During these times the “on-call” officers receives calls by telephone and pager. 911 services are provided by the Huron Police Department but they do not offer “support dispatching” for law enforcement functions. The Hand County Sheriff’s Office uses State Radio Communications out of Huron for support dispatching when a local dispatcher is not available.

Based on a 14 year statistical average, the office responds to an average of 1259 calls for service a year. Of that number, there are 495 case reports / calls for service, 243 service of court documents, 112 gun permits, 89 non-injury accidents, 9 injury accidents, and 1 fatal accident per year. The office issues an average of 124 traffic tickets, and 95 warning tickets.

The office collects on an average of 32 executions per year and 3 distress warrants per year.

We typically have 2 unattended deaths per year.

The county averages 17 prisoners per year for an average of 350 prisoner days in custody. We average 1 juvenile in detention per year. There is no detention of prisoners in the county, all prisoners are housed in other facilities by contract. Hand County currently has contracts with Beadle, Faulk, Walworth and Charles Mix counties. The facility used is based on economic analysis and whether work release is offered. The office transports mental health holds at an estimated average of three per year. This year we are at six.

The duties of the sheriff include but are not limited to those set out in statute and administrative rule. Please visit the link below for a sample of the sheriff’s duties.

http://sdlegislature.gov/Statutes/Codified_Laws/TextSearch.aspx...e

In addition to the statutory requirements, the sheriff is also a department head / administrator for the office, establishing policy, running the fiscal affairs of the sheriff and jail (inmate care) budgets, the sheriff’s trust account, general operations of a 24 hour business operating with office hours between 8a and 6p. The sheriff is responsible for all operations in the office so knowledge of all employee jobs and job descriptions is required.

The sheriff also works with other department heads in the general operation of the county and participates in other functions unrelated to law enforcement and sheriff specific business as needed by the commission, the department heads and the constituents.

The sheriff works varied hours but generally works during courthouse hours and as needed during evenings, weekends and holidays (which is frequent in this small agency) and during staff shortages. A typical work week is between 50 and 60 hours. The sheriff’s office has not been fully staffed for an entire year since 2012. The average turnover of employees is 3.1 of a four person office.

State minimum requirements are as follows:

23-3-42. Qualifications prescribed for law enforcement officers. In addition to the requirements of § 23-3-41, the commission, by rules promulgated pursuant to chapter 1-26, shall fix other qualifications for the employment and training of appointed law enforcement officers, including minimum age, education, physical and mental standards, citizenship, good moral character, experience, and such other matters as relate to the competence and reliability of persons to assume and discharge the various responsibilities of law enforcement officers. The commission shall also prescribe the means for presenting evidence of fulfillment of these requirements. Notwithstanding §§ 23A-27-14 and 23A-27-17, any person seeking certification as a law enforcement officer who has received an order pursuant to § 23A-27-13 may have his or her application refused. Notwithstanding §§ 26-7A-105 and 26-7A-106, any person seeking certification as a law enforcement officer who has received an adjudication or disposition pursuant to chapter 26-7A or 26-8C may have his or her application refused if the adjudication or disposition was for a crime which, if committed by an adult, would constitute a crime under chapter 22-42 that is punishable as a felony, a sex crime as defined in § 22-24B-1, or a crime of violence as defined in subdivision 22-1-2(9).

Source: SL 1970, ch 145, § 5 (c); SL 1992, ch 169, § 3; SL 2004, ch 159, § 1.

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2:01:02:01. Minimum standards for employment. A person may be employed or certified as a law enforcement officer only if the person meets the following requirements:

- (1) Is a citizen of the United States;
- (2) Is at least 21 years of age at time of appointment;
- (3) Has fingerprints taken by a qualified law enforcement officer;
- (4) Is of good moral character;
- (5) Is a graduate of an accredited high school or has a high school equivalency certificate acceptable to the commission;
- (6) Is examined by a licensed physician, physician assistant, or nurse practitioner who certifies, on forms prescribed by the commission, that the applicant is able to perform the duties of a law enforcement officer;
- (7) Is interviewed in person by the hiring agency or its designated representative before employment. The interview must include questions to determine the applicant's general suitability for law enforcement service, appearance, personality, temperament, ability to communicate, and other characteristics reasonably necessary to the performance of the duties of a law enforcement officer;
- (8) Takes the oath of office as required by SDCL 9-14-7 or 3-1-5. The oath may be taken before the nearest available judge of a court of record;
- (9) Has not unlawfully used any prescribed drug, controlled substance, or marijuana within one year before the time of application for certification;
- (10) Is eligible to reapply for certification, if the person has for any reason failed to successfully complete the basic law enforcement training program;

(11) Has not had his certification revoked, voluntarily surrendered certification, had an application for certification refused, or been dismissed from the basic training program, unless the commission upon application declares the person eligible for employment or certification; and

(12) Has not become ineligible for employment or certification as a law enforcement officer, as a result of any proceedings involving any revocation, suspension, surrender of, or resignation or dismissal from certification, employment, or training, unless the commission, upon application, declares the person eligible for employment or certification in South Dakota.

Source: SL 1975, ch 16, § 1; 2 SDR 37, effective November 20, 1975; 8 SDR 82, effective January 13, 1982; 11 SDR 135, effective April 14, 1985; 12 SDR 1, effective July 17, 1985; 14 SDR 81, effective December 6, 1987; 25 SDR 34, effective September 16, 1998; 28 SDR 150, effective May 2, 2002; 32 SDR 225, effective June 26, 2006; 42 SDR 19, effective August 13, 2015.

General Authority: SDCL 23-3-35(2).

Law Implemented: SDCL 23-3-35(2), 23-3-42.

Applicants can expect the following:

- Personal interview(s)
- Submission of a urine sample
- Polygraph examination
- Psychological testing is being considered.

If you have any questions related to benefits, it would be best to ask for a benefit explanation from the county auditor's office by calling 605-853-2182.

If you are looking for references about office operations, I would encourage you to visit with our local school officials, local clergy, medical providers, and members of the business community.

Hand County thanks you for your interest and hopes that will find us worth your time and effort.

Sincerely,

A handwritten signature in black ink that reads "Doug DeBoer". The signature is written in a cursive, flowing style.

Doug DeBoer – Sheriff (on behalf of the Board of County Commissioners.)