

(i) The establishment and maintenance of complete and detailed standard filing systems containing all information necessary or pertinent to the arrest, custody and discharge of all persons; seizure, custody and disposal of all property; all investigations; descriptions of stolen property; service and return of all papers; and such other matters as are ordinarily or appropriately made a matter of record in the sheriff's office.

(ii) The establishment of procedures for the receipt, handling and disbursement of all monies by the sheriff's office and maintenance of an accurate and detailed accounting system for the control thereof.

(iii) Control and scheduling of the work and assignments of all deputies and initiation of ~~such~~ training programs ~~as are necessary or desirable~~ to aid the deputies in discharging the duties of their office.

(iv) Institution of standard procedures for photographing and fingerprinting of all prisoners.

(v) Preparation and submission of annual requests for appropriation and such reports as are required by law.

(b) The chief deputy shall furnish each month ~~to the Board of Public Safety and~~ to the county commissioners a detailed report covering the expenses and operations of the sheriff's office.

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(A) THE CHIEF DEPUTY SHALL HAVE RESPONSIBILITY FOR AND BE CHARGED WITH ASSISTING THE SHERIFF IN THE IMMEDIATE SUPERVISION OF THE SHERIFF'S OFFICE INCLUDING BUT WITHOUT LIMITATION:

(I) THE ESTABLISHMENT AND MAINTENANCE OF COMPLETE AND DETAILED STANDARD FILING SYSTEMS CONTAINING ALL INFORMATION NECESSARY OR PERTINENT TO THE ARREST, CUSTODY AND DISCHARGE OF ALL PERSONS; SEIZURE, CUSTODY AND DISPOSAL OF ALL PROPERTY; ALL INVESTIGATIONS; DESCRIPTIONS OF STOLEN PROPERTY; SERVICE AND RETURN OF ALL PAPERS; AND SUCH OTHER MATTERS AS ARE ORDINARILY OR APPROPRIATELY MADE A MATTER OF RECORD IN THE SHERIFF'S OFFICE.

(II) THE ESTABLISHMENT OF PROCEDURES FOR THE RECEIPT, HANDLING AND DISBURSEMENT OF ALL MONIES BY THE SHERIFF'S OFFICE AND MAINTENANCE OF AN ACCURATE AND DETAILED ACCOUNTING SYSTEM FOR THE CONTROL THEREOF.

(III) CONTROL AND SCHEDULING OF THE WORK AND ASSIGNMENTS OF ALL DEPUTIES AND INITIATION OF TRAINING PROGRAMS TO AID THE DEPUTIES IN DISCHARGING THE DUTIES OF THEIR OFFICE.

(IV) INSTITUTION OF STANDARD PROCEDURES FOR PHOTOGRAPHING AND FINGERPRINTING OF ALL PRISONERS.