

## **DEPUTY SHERIFF - PATROL - 6511**

### **GENERAL DEFINITION OF WORK:**

Performs responsible protective service work patrolling the County to enforce the law on assigned shift; does related work as required. The work may be performed under emergency conditions and involve considerable personal hazard. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Enforcing laws; investigating criminal activity; ensuring safety of public; testifying in court; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- On an assigned shift, operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints; performs routine checks on private and public buildings.
- Gathers information pertinent to criminal investigations; makes custodial arrests of criminal suspects.
- Makes summons arrests on all applicable traffic offenses; serves and executes arrest warrants from this and other jurisdictions; serves civil process summons and other applicable civil papers.
- Conducts follow-up investigations of major and minor criminal violations.
- Creates and files incident reports for incidents; collects all types of forensic evidence at crime scenes.
- Conducts various types of community relations activities; checks local businesses and residences for security.
- Creates records of arrest including fingerprints, photographs and state forms.
- Directs and controls traffic at accident scenes; conducts investigations accidents and files applicable reports.
- Assists other jurisdictions with emergency and non-emergency calls.
- Coordinates ordering of approved equipment; distributes equipment to personnel.
- Gives testimony during trial at courts of various levels.
- Conducts and/or assists with execution of search warrants.
- Performs traffic checking details and/or sobriety checkpoints.
- May be assigned to investigations, court security, K-9 or other special duties.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of police methods, practices and procedures; general knowledge of the geography of the County and location of important buildings; some knowledge of the rules and regulations of the Sheriff's Office; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously, firmly and tactfully with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school.

