

## **Job Description: DEPUTY SHERIFF**

**CLASS NO.** 1806

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 19

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Protects county residents and property; enforces laws; and performs patrol and emergency response functions.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Chief Deputy Sheriff
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other departmental employees; federal, state, and local law enforcement agencies; local officials; criminals; crime victims; and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Patrols an assigned area by foot or vehicle to prevent crimes, safeguard property, and enforce laws and regulations;

Responds to emergency calls and routine complaints and takes action as necessary;

Drives a police vehicle in code response and pursuit situations at speeds above posted limits in all types of traffic, road, and weather conditions to safely reach emergency or crime scenes or to apprehend criminal suspects;

Operates standard weapons, including handguns, shotguns, rifles, or other weapons issued by the department to enforce laws, detain suspects, or protect the life of self or others in situations that justify use of force;

Approaches suspects of illegal activity and if necessary, pursues, wrestles, struggles, or fights with the suspect in order to apprehend, detain, or control the suspect for the purpose of making an arrest or maintaining law and order;

Investigates traffic accidents, civil disturbances, and crimes against persons and property, and assists federal, state, and local law enforcement officials with investigations and emergencies;

Assists or rescues individuals in need of aid or protection who are lost, injured, or trapped as a result of being in an accident or being a crime victim;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

**CLASS NO. 1806 (Continued)**

Conducts searches of buildings, vehicles, outdoor areas, persons, and other objects using vision, touch, hearing, and smell to find or detect potential weapons, contraband, evidence, hazards, stolen property, or to find lost persons or objects for the purpose of seizing, investigating, and/or rescuing;

Gathers information in criminal investigations to document facts and evidence and reach appropriate conclusions in interviewing victims, witnesses, suspects, and others and by physically and visually inspecting and searching the scene in order to prepare accurate and detailed reports;

Controls and directs the scene of a traffic accident to determine cause and protect life and property;

Directs traffic in situations requiring human intervention such as accidents, adverse weather conditions, etc.;

Enforces traffic laws and regulations by issuing citations or warnings to individuals who commit violations or offenses;

Maintains necessary accurate records of activities and makes initial reports concerning crimes, complaints, accidents, and investigations;

Prepares affidavits, probable cause statements, and warrant forms;

Serves warrants and civil papers and makes arrests;

Transports prisoners to and from court, hospital, or other correctional facilities as required;

Maintains on-call status as scheduled to answer emergency and disturbance calls;

Provides public assistance such as assisting stranded motorists, animal control, funeral escorts, etc.;

Recovers stolen property;

Interacts with a variety of people functioning under various emotional states to manage interpersonal conflicts, develop community relations, resolve or stop criminal activity, obtain or give information, issues citations, or counsel and give aid to maintain order and provide service;

Maintains composure and exercises restraint when verbally or physically accosted in hostile or violent environments;

Enters into dangerous situations and confronts hazards in a logical and mature manner;

Remains calm, composed, undistracted, and in full control of cognitive abilities while functioning appropriately in situations which involve stress, danger, violence, hostility, or the use of force;

Supervises periodic vehicle maintenance and calculates monthly vehicle log;

Promotes good public relations by informing citizens of police activities and crime prevention; and

This job description does not take into account potential reasonable accommodations.

8/2012

**CLASS NO. 1806 (Continued)**

Works with and assists in investigations of other law enforcement agencies as required.

Other Important Duties\*

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* criminal and civil law; investigation and crime prevention methods; and identification records, processes, and procedures.

*Skill/Ability to:* safely use vehicles, firearms, and specialized equipment; operate a computer and/or typewriter to prepare records and reports; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, and the District and County Attorney's offices, other departmental employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus specialized courses in investigation, interrogation, civil process, and family violence and at least two years of related experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and appropriate Texas driver's license.