



VALLEY COUNTY JOB DESCRIPTION

PATROL DEPUTY

Department: Sheriff's Office **Reports to:** Corporal or Sergeant **Pay Grade:** Sworn Officers
Date Established: 8/2016 **Date Revised:** _____ **FLSA Status:** Non-Exempt

CLASSIFICATION SUMMARY

The primary function of this job is to enforce State and local laws including protecting persons and property and preventing crime through professionalism, integrity, honesty and commitment. Duties normally consist of patrol or traffic activities and response to calls in the County on an assigned shift. Deputies may be delegated to additional assignments in areas such as field instructor, community services, SWAT, canine service, school resource, rural duty, marine duty or other assignment. The work may involve crime scene and accident investigations, court appearances, event response, resident checks, animal control, interviewing victims and witnesses, community policing, back country policing, narcotics investigations, preparing reports. The work is performed under general guidance of the Sheriff and Chief Deputy, and the direct supervision of a Corporal, Sergeant or Lieutenant. Some latitude is granted to the employee for independent judgment and initiative but work is subject to stringent state and county legal guidelines. Employees in this class are on-call 24/7 and work varied shifts, including weekends and holidays. The principal duties of this class are performed in a work environment in which the employee works in all weather conditions and is subject to potential personal danger and health hazards.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Enforces state and local laws and ordinances;
- Patrols assigned areas of the County in a car or other assigned vehicle;
- Maintains community presence and/or responds to calls for service and takes appropriate action;
- Responds to calls related to the protection of life and property, traffic incidents, and other public safety emergencies;
- Responds to calls which include domestic incidents, burglaries, juvenile disturbances, civil disturbances, health and welfare assists, civil standby, business and residential alarms, thefts, traffic accidents, animal problems, civil protection order/no contact order violations and services, medical and fire calls, bomb threats, hazardous material spills, search and rescue and other public and life safety incidents;
- Determines the existence of probable cause and identifies and takes suspects and offenders into physical custody, or refers charges for review and prosecution;
- Prepares reports of arrests made, activities performed, and unusual incidents observed in a timely manner;
- Conducts both preliminary and follow-up investigations and collects evidence in disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths;
- Verbally interacts with witnesses and victims, suspects, and offenders to obtain information;
- Conducts examinations of persons, vehicles, premises, or areas to determine the presence of individuals or illegal activities or articles;
- Takes suspect or offender into custody and delivers them to appropriate confinement location, maintaining security and safety of individuals being moved from one location to another;
- Performs self-initiated patrol consisting of traffic stops, patrolling high crime areas of the County, warrant arrests, DUI patrol, and other relevant law enforcement activities;
- Performs patrol, crowd control, traffic control, public information, and related duties during community events, celebrations, and activities;
- Presents testimony and evidence in court and other legal proceedings;
- Maintains, cleans, and cares for County-issued equipment and vehicles;

- Performs all work duties in any type of weather, including extreme heat and cold; exposed to high-intensity, high-stress situations;
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists in all areas of law enforcement as needed;
- May be assigned to one or more specialty areas such as K-9, Field Training Officer, SWAT etc.
- On call after regular duty hours to respond to emergency situations;
- May operate boats or other marine vehicle;
- May be required to make court appearances on off-duty time;
- Executes subpoenas and warrants;
- Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Local, state, and federal laws as applicable to community law enforcement;
- Methods, objectives and procedures of law enforcement practices, of interrogation and interviewing, and court proceedings;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard First Aid administration;
- Personal computers and job-related software;
- Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment;
- Large geographic area that comprises the County;
- Crime prevention and education techniques.

Skill and Ability to:

- Work independently as well as in teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Interpret and apply civil and criminal codes;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective relations with fellow employees, with citizens with varied racial, religious, ethnic or economic backgrounds, and with other law enforcement agencies;
- Demonstrate proficiency in the use and care of firearms;
- Demonstrate proficiency in the exercise of defensive tactics;
- Operate a motor vehicle, marine vehicle, ATV, motorcycle, snowmobiles and/or other vehicles associated with

assignment;

- Operate a personal computer including program applications appropriate to assigned duties;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Prepare accurate and grammatically correct written reports;
- Maintain a moderate level of physical fitness to perform essential job functions;
- Uphold the Law Enforcement Code of Ethics at all times;
- Work varied shifts, including weekends and holidays;
- Work in specialty areas such as field training or other assigned area;
- Respond to citizen requests in a courteous and effective manner;
- Learn new aspects of police work depending on specialty assignment areas.
- Use English to communicate effectively with others.
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow verbal and written instructions.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED equivalency is required, and
- Successful completion of the Department's Field Training Program; and
- Idaho Driver's License is required; and
- Idaho POST basic (or higher) certification is required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Other Job Requirements

- Must be able to pass a thorough background check;
- Must maintain POST certification through 40 hours of certified training every two years;
- Employee is subject to random drug testing.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee must have sufficient physical and mental capability to work indoors and outdoors in all weather conditions, interrogate and interview people, discern noises that may require investigation and conduct telephone and radio communication; perform visual surveillance, sight and shoot a firearm, gather evidence at crime scenes and coordinate and conduct detailed investigations; direct traffic, write reports, utilize equipment required and operate motor vehicles. The employee is constantly required to stand, sit, bend, stoop, grasp and reach repeatedly, maneuver through and over rough, uneven, slippery or rocky terrain, perform search activities for extended periods of time, physically apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee is regularly confronted with dangerous and life-threatening situations.