

**STILLWATER COUNTY**

**POSITION DESCRIPTION**

**MAY 2016**

**POSITION:** Deputy Sheriff

**DEPARTMENT:** Sheriff's Office

**ACCOUNTABLE TO:** Stillwater County Sheriff, Undersheriff, and Sergeant

**SUMMARY OF WORK:** This position is responsible for enforcing all state laws and county ordinances; preserving the peace, serving civil process papers, responding to various calls for service in the county; investigating criminal activities; completing reports and forms as required by policy and procedure; investigating suspicious activities and effecting arrests in accordance with the law; collecting and securing evidence pertinent to investigations; performing jail duties as established by policies and procedures; acting as animal control officer for the county; and acting as traffic control officer at accident scenes or disasters.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs technical duties which require attention to detail, accuracy, and timeliness. Position must adhere to strict standards of confidentiality and safety during regular shift. Work is performed both inside and outside during a normal shift duty. Position may be required to work after hours or be on-call for emergencies. Position must be able to operate a vehicle and be exposed to extreme weather conditions for long periods of time during patrol activities. Hazards may be encountered during response to emergencies, accidents, natural disasters, and exposure to bloodborne pathogens and toxic chemicals during shift duty.

**Personal Contacts:** Daily contact with the general public, suspects, state and county officials, co-workers, and supervisors through face to face, meetings, radio, and by telephone.

**Supervision Received:** Receives daily instruction and supervision from Sergeant through face to face, meetings, and by telephone.

**Supervision Exercised:** None.

**Essential Functions:** This position must be able to: communicate orally and in writing, read written material, follow written and verbal instructions, interview witnesses and suspects, collect and secure evidence, ask and answer questions, articulate lecture material, perform assigned duties in a timely manner, complete forms as required by policy and

procedure, maintain accurate records and police logs, prepare reports, deal tactfully with the public, adhere to safety techniques and procedures at all times, handle and mediate conflicts, interview witnesses.

**Physical Functions:** This position must be physically able to: demonstrate physical strength and stamina; to go through full range of physical motions and demands; sit in meetings; use listening and speaking skills; conduct investigations; apprehend suspects; sit, stand, walk, and drive; hear and smell; lift and carry objects; push and pull heavy items such as bodies; use arms and hands to reach, handle, grasp, and finger objects; use visual sight including near acuity, far acuity, and depth perception; use manual dexterity; climb, balance, stoop, and kneel; and work in extreme weather conditions.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

--Enforces all state laws and county ordinances; preserves the peace, serves civil process papers, responds to various calls for service in the county; investigates criminal activities; completing reports and forms as required by policy and procedure; investigates suspicious activities and effects arrest in accordance with the law; collects and secures evidence pertinent to investigations; performs jail duties as established by policies and procedures; acts as animal control officer for the county; and acts as traffic control officer at accident scenes or disasters.

--Learns and applies general laws, legal procedures, constitutional rights, court procedures, search warrants, affidavits, restraining orders, mental health commitment orders, civil process papers, testing of persons for substance abuse, juvenile programs and procedures, animal control laws and procedures, thinks and reacts quickly, uses good judgment, education involves sitting at a desk in classroom training, reaches with fingers, and grasps objects such as writing instruments, documents, and books.

--Communicates through verbal and written process; operates radio; uses interpersonal skills to interact with the public; explains general laws, legal procedures, and constitutional rights to offenders; maintains neat and well organized records and logs; gives verbal commands in emergency situations; keeps supervisor informed about location and status of work; views law enforcement records for information about warrants, stolen property, and wanted persons; testifies in criminal and civil cases.

--Responds to calls for service involving traffic accidents, suspicious persons, and vehicles; conducts investigations and field searches for physical evidence and wanted persons; collects evidence and personal property from crime scenes; investigates complex criminal cases; interviews witnesses and suspects; requires sitting, standing, walking, and driving; lifts, carries, or push/pull objects including very heavy objects such as bodies; and is capable of full range of physical activity such as climbing, balancing, stooping, and kneeling.

--Maintains appropriate records; makes entries in patrol logs; writes and narrates reports; works with tape recorders, typewriters, and computers; sits at a desk; reaches, grasps, and fingers objects including telephone, writing instruments, keyboards, and files; communicates through verbal and written process.

--Patrols jurisdiction in a vehicle and on foot; performs routine vehicle and driver=s license checks; conducts speed checks using radar; issues written and verbal warnings or traffic citations; issues summons for violations; checks remote areas in the county; watches business areas for violations; works in inclement weather and other hazardous conditions; requires sitting, standing, walking, and driving; demands physical activity including lifting, carrying, pushing, pulling, climbing, balancing, jumping, and running in a variety of uncontrolled situations and environmental conditions.

--Preserves the peace and arrests persons for violations; handcuffs, frisks, and searches suspects or prisoners; subdues subjects resisting arrest; defends self from physical attack from objects including firearms; draws and points firearms at dangerous persons; responds to crimes in progress; participates in rigorous physical activity such as self-defense tactics and physical training; and is physically capable of performing full range of postural strength, physical demands in regards to sitting, standing, walking, lifting, carrying, climbing, and balancing.

--Participates in Search and Rescue missions and searches for suspects; evacuates persons from dangerous areas involving fire, chemicals, accidents, floods, and snow storms; knows Search and Rescue methods; exposed to environment and physical hazards; and meets full range of physical mobility.

--Involves attempts in first aid rescues; uses basic first aid life-sustaining efforts; and needs full range of physical strength when moving injured persons.

--Maintains proper operating conditions of vehicle and equipment; cleans and inspects weapons; participates in firearm training; prepares clothing and equipment for inspections; uses basic knowledge in maintenance of vehicles, equipment, and uniforms; sits, stands, and walks to clean vehicles; lifts and carries cleaning supplies and equipment; reaches, grasps, and fingers objects such as weapons, equipment, and cleaning supplies.

--Participates in animal control activities and has knowledge of animal control laws and procedures; requires physical strength; is able to lift, carry, push, and pull animals in heavy to very heavy range; must be able to sit, stand, walk, and drive during the course of this.

--Provides prisoner security and safety in county jail and during transportation to court appearances, mental evaluations, rehabilitation centers, alcohol treatment, juvenile detention, and court ordered prison; involves air or auto travel to outside jurisdiction to transport prisoners; uses knowledge and the provision of security and safety to prisoners; postural activity includes sitting, standing, walking, and driving; strength requirements are to the heavy range including preventing escape attempts in a variety of situations.

--Performs resident deputy duties; lives in and is responsible for given geographic areas in county; works under no supervision at times while in seclude areas; reports to supervisor on duty; uses knowledge of general law enforcement; and performs full range of postural strength and physical demands.

--Serves civil process papers, summons, subpoenas, writs of executions (served on bank accounts and wage garnishments), temporary restraining orders, and notices; uses basic knowledge of civil process laws regarding service of papers; requires driving, walking to houses, fingering and handling papers; signs documents; and defending self against aggressive recipients.

--Speaks at public functions to educate people in the areas of general law enforcement, drugs, public safety, and current criminal justice issues; uses law enforcement knowledge and public speaking abilities to articulate lecture material; travels to and from speaking engagements including driving; stands during lectures; uses communication skills of hearing, listening, and speaking to communicate and answer questions.

--Transports certain significant items including blood, medicines, and ballots during election years; uses ability to drive in a safe manner and realizes importance of mission; drives vehicle and handles items being transported.

--Performs other related duties as required.

## **JOB REQUIREMENTS:**

**Knowledge:** This position requires a thorough knowledge of: general law, legal procedures, constitutional rights, court procedures, search warrants, affidavits, restraining orders, mental health commitment orders, civil process papers, testing for substance abuse, juvenile program and procedures, animal control laws and procedures, evidence gathering procedures, operation of vehicle and equipment related to the job, and first-aid techniques.

**Skills:** This position requires considerable skill in the operation of a vehicle and equipment including a vehicle, firearms, spray canisters, and cameras. Skills in communication and public relations.

**Abilities:** This position requires the ability to: communicate effectively orally and in writing follow verbal and written instructions; adhere to safety techniques and procedures at all times; understand and apply laws, policies, and procedures; deal with stress and emergency situations; deal tactfully and professionally with the general public; adhere to strict standards of confidentiality; maneuver quickly around obstacles; be exposed to extreme weather conditions for long periods of time during patrol activities; establish effective working relationships with fellow employees, supervisor, other county employees and departments, various state and federal agencies, and the general public.

## **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma or GED equivalent.
- Must meet the minimum requirements prescribed by Montana State Law and P.O.S.T.
- Must be 18 years of age and possess a valid Montana Driver's License with at least five years without affiliation with subversive organization and no felonies.
- Must be able to pass a physical examination.

## **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records and police logs.
- Performs technical operations.
- Is able to work on multiple operations at once.
- Is able to deal with stress and handle emergency situations.
- Deals tactfully and courteously with the public.
- Adheres to standards of confidentiality.
- Observes work hours and demonstrates punctuality.
- Accomplishes goals and objectives.
- Works well without supervision.
- Works well with others and the general public.

--Prepares and submits accurate and timely reports.

--Demonstrates physical strength and stamina with others.

--Adheres to safety techniques and procedures at all times when dealing with the public.

--Establishes and maintains effective working relationships with fellow employees, supervisor, other county employees and departments, various state and federal agencies, and the general public.