

# Kane County

## Job Description



<b>Job Title:</b> Deputy Sheriff I	<b>Job Code:</b> 748
<b>Division:</b> Operations	<b>Effective Date:</b> 12/01/10
<b>Department:</b> Sheriff	<b>Last Revised:</b> 12/01/10

### GENERAL PURPOSE

Performs a wide range of **entry level, professional law enforcement duties** intended to secure a safe environment for county citizens and to protect rights as established by federal, state, and local laws. As assigned, works in traffic control, patrol, basic investigations, drug enforcement or civil processing.

### SUPERVISION RECEIVED

Works under the general supervision of the Sergeant, Chief Deputy Sheriff or County Sheriff.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; performs in and leads search and rescue efforts.

Handles personal caseload for a variety of cases, including felonies and misdemeanors; investigates theft, burglary, rape, child abuse, homicides, auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists the medical examiner investigator concerning death investigation and transportation of bodies; delivers death and other emergency messages; serves as backup for officers on possible violent situations.

Reports to accident scenes to render first-aid to injured persons, and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accidents; prepares incident reports.

Performs investigations; secures crime scenes to protect evidence; obtains physical and other evidence and statements necessary for reporting facts and circumstances of incidents for charging individuals with offenses and for follow-up detailed investigations.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism; recovers stolen property; prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her).

Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment; locates persons named in criminal warrants and executes the warrants; provides courtroom testimony as required; provide court security, performs urinalysis chain of custody for courts.

Performs preventive teaching; may teach in class room setting and deliver instruction on safety awareness; advises community groups regarding processes and procedures; instructs in drug awareness program, safety training, fire arms, may serve as a DARE officer teaching youth how to live drug and violence free, etc.

May perform as a member of a Multi-agency SWAT team; certifies in operational procedures related to special weapons and critical conditions associated with gas, explosives, hostage, and dangerous suspects.

Performs extraditions; transports prisoners and mental subjects/patients to and from courts, prison, jail and medical facilities; may provide dispatch services, or animal control functions, when necessary.

Appears in court to offer testimony; meets and confers with attorneys on legal questions; obtains and serves search warrants and arrest warrants; makes arrests of individuals as required; maintains court security.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or GED certification, plus Graduation from (P.O.S.T.) Academy with a LEO Certification;

AND

B. No law enforcement experience necessary.

2. Required Knowledge, Skills, and Abilities:

**Some knowledge of** local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code; guidelines related to use of force, including deadly force; knowledge of Standardized Field Sobriety Test procedures and drug identification; specialized law enforcement equipment such as radar and intoxilyzer; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures; English, grammar and technical writing skills.

**Skill in** Emergency Vehicle Operations; skill in the use of firearms; communication equipment, computer operations, ballistic vest, less-lethal weapons, records management software etc.

**Ability to** apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; perform law enforcement duties at a high level both day and night; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. Special Qualifications:

Must possess a POST LEO Certification. Must be at least 21 years of age. Must possess a valid Utah State Drivers License. Must work rotating shift work. Must work on-call 24 hours. Must complete required hours of training per year to maintain certification. Must be certified in First Aid and CPR. Must successfully complete the FTO program.

4. Work Environment:

Functions of the position generally performed in a controlled environment. Daily travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)