

Sevier County Job Description



Title: Deputy Sheriff I / II / III / Corporal	Department: County Sheriff
Grade: I - 16 / II - 17 / III - 18 / Corporal - 19	FLSA Status: Non-Exempt
Job Code: I - 931.1 / II - 931.2 / III - 931.3 / Corporal - 933	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a wide range of **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, corrections, school resource, K-9, drug enforcement or civil processing.

Deputy I: Entry Level / **Deputy II:** Working Level / **Deputy III:** Advanced Level / **Corporal:** Full Performance Level

SUPERVISION RECEIVED

Works under the direct supervision of the Sergeant.

Deputy I: Close / **Deputy II:** Close to General / **Deputy III:** General / **Corporal:** General

SUPERVISION EXERCISED

Deputy I: None.

Deputy II: May provide supervision to Deputy I while in training.

Deputy III: May provide supervision to Deputy I & II while in training; may act as a Field Training Officer (FTO).

Corporal: May provide supervision to Deputy I, II & III while in training; may act as (FTO) and may act as Officer in Charge (OIC).

ESSENTIAL FUNCTIONS FOR ALL DEPUTY LEVELS

All Deputies – Basic Function According to their Specific Assignments

Patrol:

- Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances;
- Determines violations and takes appropriate actions;
- Obtains and serves search warrants and arrest warrants;
- Reports to accident scenes and provides emergency assistance, renders first-aid to injured persons, controls traffic in the area;
- Performs investigations and prepares initial investigation reports;
- Secures crime scenes, recovers stolen property, gathers evidence and obtains victim and witness statements as needed;
- Conducts search and seizure;
- Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her);
- Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism;
- 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;
- 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;
- Appears in court to offer testimony as required.

Corrections:

- Attends POST training sessions receiving instructions in related, responsibilities, liabilities and physical environment associated with correctional officer functions;
- Assists with processing inmate requests and grievances;
- Supervises inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during correction;
- Supervises various facility functions including booking, housing, building maintenance, kitchen operations and laundry operations;
- Screens, inspects and distributes mail;
- Acts as liaison between courts and inmates and inmate families;
- Responds to questions and issues pertaining to court processes.

Transport & Escort:

- Coordinates with corrections management and supervisors as needed to monitor the current status of transport assignments;
- Performs shuttling of adult and juvenile inmates to various scheduled appearances or appointments or other facilities;
- Coordinates with various local, state and federal agencies as needed;
- Performs "high risk" transports and extraditions.

Court Security:

- Carries out specific plans or programs to insure safety of court personnel and protection of facilities;
- Provides security for courtrooms during proceedings and for court facilities, judges and staff;
- Monitors or operates metal detectors as needed;
- Prepares and submits written reports of security incidents occurring within the courts.

School Resource/Crime Prevention/ Substance Abuse/ DARE Officer/Life Skills:

- Implements various programs pertaining to crime prevention and public relations;
- Provides one-on-one counseling/training with students, family and teachers;
- Assesses client needs and intervenes in crisis situations;
- Teaches a national Drug Abuse Resistance Education Curriculum to Elementary grade students;
- Serves as a liaison with the local schools in order to maintain a safe and secure environment on the school campuses;
- Provides "Life Skills Training" to target student populations.

K-9 Specialist:

- Works closely with specially trained canine to develop a close working relationship;
- Trains canine weekly in evidence search, drug search, area search, obedience and crowd control.

Corporal: *(in addition to the essential functions outlined for Deputy I, II and III)*

- Assists in training of deputies I, II, and III;
- Acts as Lead Field Training Officer or Officer in Charge (OIC) in the absence of supervisor or higher ranking officer;
- Must participate in a selection process for a specific assigned position and perform this assignment successfully for six (6) months in order to obtain Corporal status.
- Must complete POST supervisory training.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Deputy I: Graduation from High School or equivalent and POST Peace Officer Certification and one (1) year of experience performing above or related duties.

Deputy II *(in addition to the education and experience for Deputy I):* Three (3) years of experience performing the above functions with Sevier County or five (5) years as a deputy in a sheriff's department, police department, jail or prison with one (1) of these years being performed with Sevier County.

Deputy III *(in addition to the education and experience for Deputy I & II):* Eight (8) years of experience performing the above functions with Sevier County or twelve (12) years as a deputy in a sheriff's department, police department, jail or prison with three (3) of these years being performed with Sevier County.

Corporal *(in addition to the education and experience for Deputy I, II & III):* Eight (8) years of experience performing the above functions and one (1) year of specialized training and performing in a supervisory capacity or twelve (12) years as a deputy in a sheriff's department, police department, jail or prison with five (5) of these years being performed with Sevier County.

*An equivalent combination of education and experience may be considered for all deputy levels.

2. Required Knowledge, Skills, and Abilities:**Knowledge:**

Deputy I: Some knowledge / **Deputy II:** Working knowledge / **Deputy III:** Considerable knowledge of the following:

- Local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code; knowledge
- Guidelines related to use of force, including deadly force;
- Standardized Field Sobriety Test procedures and drug identification;
- Specialized law enforcement equipment such as radar and intoxilyzer;
- First-aid administration;
- Interpersonal communication skills;
- Techniques and procedures of modern police work and investigations;
- Arrest, search and seizure laws, booking processes and procedures;
- Court procedures;
- English, grammar and technical writing skills.

Corporal: Considerable knowledge of the following *(In addition to the knowledge outlined for Deputy I, II & III):*

- Principals of supervision.

Skills:

Deputy I: Some skill / **Deputy II:** Skilled in / **Deputy III & Corporal:** Advanced skill in the following;

- Emergency Vehicle Operations;
- Use of firearms;
- Communication equipment, computer operations, less-lethal weapons, records management software, etc.

Abilities:

All Deputy Levels 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 be at least 21 years of age.
- Must possess a valid Utah State Driver's License.
- Must be P.O.S.T. certified as a Law Enforcement Officer and/or Corrections Officer certified.
- Must successfully complete the FTO program.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Must possess a CPR and First Aid Certification.
- Must work rotating shift work.
- Must possess a CPR and First Aid Certification.
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

4. Work Environment:

- Functions of the position generally performed in a controlled environment.
- Some assignments require 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.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)