

JOB DESCRIPTION / DEPUTY SHERIFF

Division: Patrol
Status: Non-exempt
Reports To: Sergeant
Supervises: N/A
Civil Service Status: Classified
Probation: Nine months
Employment Status: Full-time
Work Hours: 9

JOB SUMMARY:

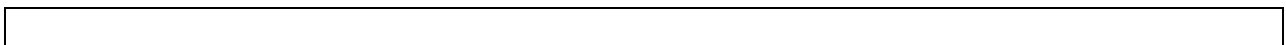
Under general supervision, performs general duty law enforcement work with various divisions of the Sioux County Sheriff's Office involving a wide range of duties performed to protect life and property, enforce laws and ordinances, and preserve order within the community.

ESSENTIAL FUNCTIONS:

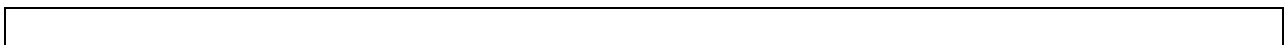
1. Get along well with others and demonstrate sound leadership.
2. Have regular and predictable attendance.
3. Exercise rational judgment, control of emotions and leadership when responding to emergencies.
4. Self-initiate work priorities and work independent of direct supervision.
5. Protect the general safety of the public.
6. Drive emergency vehicles under stressful conditions.
7. Conduct physical apprehensions and arrests of resistive and/or fleeing, and often, dangerous suspects.
8. Will be required to work days, evenings and through the various night shift rotation to include weekends and holidays.
9. Be loyal by affirmatively promoting the mission, goals, objectives, and directives of the Sioux County Sheriff's Office as defined by the Sheriff.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Operate the assigned patrol vehicle in accordance with all applicable laws, regulations and Sioux County Sheriff's Office policy and procedure.
2. Patrol assigned area to include all public and private businesses and residences, parking lots, surface streets and highways enforcing all federal, state and local laws. Respond to calls for service, perform preliminary investigations as assigned, investigate suspicious persons or circumstances, and provide assistance to persons who require it.
3. Direct vehicular traffic; enforce traffic laws; direct pedestrian traffic; investigate road damage; remove hazards from the roadway; conduct traffic stops to check operator's license, issue citations, check vehicle license plates, registration and other required documents.



4. Investigate traffic accidents; protects, processes and stores all physical evidence related to a specific incident; requests the necessary emergency equipment required at the scene, takes precautions at an accident scene by creating detours or working traffic control to reduce the possibility of other accidents.
5. Enforces all applicable, county, state and federal laws.
6. As a Detective, conducts criminal investigations; interrogates and obtains statements from victims, witnesses and suspects; obtains confessions from suspects; collects and processes evidence; performs crime scene investigations; compiles investigative findings and completes a wide variety of law enforcement reports.
7. Secures and protects the scene of a crime and the immediate area surrounding the crime scene so that no evidence is disturbed.
8. Reviews all reports, evidence and notes related to an investigation to allow for knowledgeable courtroom testimony.
9. Obtains arrest warrants from judicial authority by reviewing facts and evidence as basis for obtaining warrant resulting from the investigation of a criminal incident.
10. Makes arrests of persons observed or suspected of committing crimes, based on probable cause.
11. Confiscates property for evidence resulting from an arrest for safekeeping by physically taking property to the Evidence Processing Room and completing necessary paperwork.
12. Works in conjunction with school teachers, counselors, and principals by coordinating and instructing and participating in the School Resource Officer programs in the public schools.
13. Maintains and inspects all duty related personal and Sioux County Sheriff's Office equipment, to include: vehicles, uniform apparel, weapons and ammunition, handcuffs, badges, flashlights, cellular phones, laptop computers, video and radar equipment, and other specialized equipment.
14. Demonstrates a proficiency in the use of all issued equipment.
15. Communicates over and listens to law enforcement radio in a professional manner.
16. Orally communicates with the public, public safety personnel and supervisors to a degree that complete understanding is accomplished.
17. Assists in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods, tornados and other natural or manmade disasters.
18. Provides victims of crime with information, referral, and other assistance as provided in Iowa law and Sioux County Sheriff's Office policy or regulations.
19. Speaks with and refers citizens in need to appropriate public and social services.
20. Speaks with and interacts with citizens on the beat to establish rapport and trust.
21. Maintains and organizes field notes and other information to complete comprehensive Sioux County Sheriff's Office reports.
22. Fills out all required paperwork in a timely manner.
23. Attends in-service and specialized training as required.
24. Performs highly specialized duties and tasks associated with specialized assignments such as Detective, K-9 Unit, Traffic, Crime Prevention, SRO, Crisis Negotiator, and instructor.

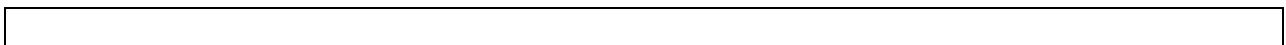


MATERIALS AND EQUIPMENT USED:

1. Vehicle
2. Communication Equipment
3. Computer
4. Firearms
5. Protective and Safety Equipment
6. Speed Detective Systems
7. Specialized/Technical Equipment

MINIMUM QUALIFICATIONS:

1. Be a United States citizen;
2. Be a resident of State of Iowa, Sioux County, or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid Iowa Driver's License;
5. Have a high school diploma or GED; or
6. Be at least eighteen [18] years of age if the applicant has received an Associate's degree of sixty [60] semester hours of credit from an accredited college or university;
7. Successfully complete the minimum training required for licensure within the State of Iowa;
8. Never have been convicted of a *felony* or *misdemeanor involving moral turpitude* or is not currently under indictment for any criminal offense;
9. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
10. Never been convicted of any family violence offense;
11. Not be prohibited by state or federal law from operating a motor vehicle;
12. Not be prohibited by state or federal law from possessing firearms or ammunition;
13. Be subject to a thorough background investigation and personal interviews by Sioux County Sheriff's Office personnel;
14. If served in the armed forces of any country, demonstrate stability, reliability, & integrity, by having an Honorable Discharge [*Dishonorable, General, or Medical* discharges are not acceptable];
15. Have never had a commission or peace officer license denied by final order or revoked;
16. Not be currently on suspension, or have a voluntary surrender of a job-related license currently in effect;
17. Demonstrate having a *good* financial credit rating for the last five [5] years;
18. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written testing;
19. Demonstrate honesty and integrity, by successfully completing pre-employment interviews and drug testing;
20. Demonstrate good general medical health as determined by a medical doctor, who is licensed by the State of Iowa, and physical performance testing;



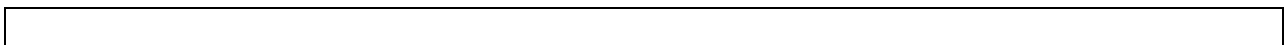
21. Free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or other testing;
22. Be declared in satisfactory psychological and emotional health by a State of Iowa psychiatrist who is licensed by the State of Iowa &
23. Be fingerprinted and subjected to a search of local, state, and national records and finger print files.
24. Continually demonstrate the ability to perform physical and mental tasks under stressful and often confusing circumstances. At time of application and periodically thereafter officers may be required to demonstrate these abilities without assistance. Minimum demonstrations of ability are those set by the Iowa Law Enforcement Academy which all applicants are required to perform at a passing level at their Civil Service Test.

PHYSICAL ABILITIES:

1. Ability to see and accurately identify and distinguish between colors,
2. Ability to accurately identify and distinguish between the smell of different materials, or chemicals,
3. Possess good hearing in order to hear sirens, alarms, the human voice, and to accurately identify and distinguish between inputs from short or long ranges, and clearly hear radio messages,
4. Possess an audible voice for in-person and radio communications,
5. Possess sufficient body strength in order to perform normal duties of the position,
6. Ability to sit, stand, stoop and bend, and walk about.

REQUIRED JOB KNOWLEDGE:

1. Local, state and federal laws and current Sioux County ordinances.
2. Judicial system, operation and procedures for criminal prosecution.
3. Laws pertaining to citizen disputes and domestic violence.
4. Laws pertaining to arrest, search and seizure.
5. Legal limitations, authority, limits and requirements in the use of force.
6. First Aid procedures and equipment at the first respondent level.
7. Suspect/victim/witness interview and interrogation concepts, principles and practices.
8. Sioux County Sheriff's Office policies and standard operating procedures.
9. Public relations techniques for handling calls for service or complaints.
10. Crime scene processing procedures and the security and protection of a crime scene.
11. Basic crime prevention techniques.
12. Defensive tactics to protect self and others.
13. Proper arrest and suspect apprehension techniques.
14. Crime patterns, potential problem areas, and prior offenders within patrol area.
15. Jail and Communications Operations.
16. Record keeping, report preparation, filing methods and record management techniques.
17. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
18. Standard business arithmetic, including percentages and decimals.



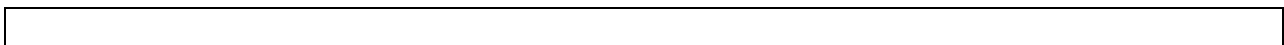
19. Applicable state, federal and local laws, rules and regulations.
20. Computer applications related to the work.

REQUIRED SKILLS:

1. Skill in the use and operation of all assigned equipment to include: cruiser, emergency equipment, firearms, restraint devices, technical equipment and basic first aid equipment.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
4. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
5. Using tact, discretion, initiative and independent judgment within established guidelines.
6. Communicating clearly and effectively, orally and in writing.

REQUIRED MENTAL & PHYSICAL ABILITIES:

1. Ability to mediate disputes between diverse groups of people.
2. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
3. Ability to read and interpret documents such as Iowa State Criminal and Traffic Codes, safety rules, operation and maintenance instructions, procedure manuals, and so forth.
4. Ability to write routine reports and correspondence.
5. Ability to speak effectively before public groups and respond to questions.
6. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
8. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
9. Ability to pursue suspects on foot for a sustained period while bearing duty equipment.
10. Ability to subdue suspects in a physical confrontation while bearing duty equipment.
11. Ability to push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs.
12. Ability to drag, push, pull, lift, or carry heavy objects or persons, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.
13. Ability to run up or down stairways or respond quickly to other incidents.
14. While performing the essential functions of this job the member is frequently required to stand, walk, run, drive, sit, use hands to finger, handle or feel, talk or hear, and lift and/or move up to 50 pounds.
15. While performing the essential functions of this job the member is occasionally required to lift and/or move more than 100 pounds.



WORKING CONDITIONS (DEPENDING ON AREA OF ASSIGNMENT):

1. While performing the essential functions of this position the member is frequently exposed to outdoor weather conditions.
2. While performing the essential functions of this position the member is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and handling calls dealing with explosives.
3. Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situations such as armed and/or violent arrestees.
4. Exposure to unknown health conditions from contacts with individuals or animals with contagious or communicable diseases.
5. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.
6. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be necessary, as well as being called back to duty on short notice.
7. The incumbent's working conditions are typically moderately quiet.
8. At emergency or training scene, the incumbent's working conditions may be moderately loud.

CAUSE FOR REMOVAL:

The incumbent may be removed with or without personal fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular duties and tasks are among the major reasons for job removal without fault. Failure to uphold the mission of the Sioux County Sheriff's Office, committing gross acts of misconduct, and not complying with preconditions for original employment are major reasons for termination with fault. Requiring excessive amounts supervisory counseling and/or remedial training are among major reasons for termination with or without fault.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

