



# BAKER COUNTY

## POSITION DESCRIPTION

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### **DEPUTY SHERIFF**

<b>DEPARTMENT</b>	SHERIFF
<b>SALARY RANGE</b>	14
<b>BARGAINING UNIT</b>	BCLEA
<b>EXEMPT</b>	NO
<b>REVISION DATE</b>	2019
<b>PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES</b>	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, EDUCATION, PSYCHOLOGICAL EVAL & DRUG TEST
<b>Signature &amp; Date:</b>	

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### **INTRODUCTION**

This classification performs law enforcement duties to ensure protection of life, property, and civil rights of citizens by investigation of crimes, complaints, and other matters that relate to public welfare; maintains appropriate recordkeeping.

### **EXAMPLES OF PRINCIPAL DUTIES**

*(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed duties.)*

1. Patrol State Parks, county and forest roads and highways, business and residential areas and waterways in the enforcement of traffic and criminal law, water safety laws and regulations. Conduct security checks. Serve warrants of arrest, summons and civil process papers.
2. Respond to and investigate traffic accidents, crimes and complaints. Secure scene as necessary. Conduct interviews; gather statements of offenders and witnesses. Receive evidence, includes fingerprints, photos, etc., and assure chain of control. Execute search warrants.
3. Arrest and book suspects, transport prisoners to institutions, courts, hospitals and extraditions. Appear in court as a witness.

4. Respond to and assist in a variety of public safety emergencies. Assist in search and rescue operations. Pick up, impound or destroy loose and/or wounded animals.
5. Prepare reports and maintain records necessary for efficient investigations, crime prevention, prosecution and office procedures.
6. Represent the Sheriff's Office to the public; answer questions, educate public; interpret laws, ordinances, rules and regulations.
7. Investigate unattended deaths; serve as deputy medical examiner.

### **KNOWLEDGE, SKILL AND ABILITY REQUIRED OF THIS POSITION**

Knowledge of: Considerable knowledge of federal, state, and county rules, regulations, and ordinances that govern law enforcement activities; considerable knowledge of policies, procedures, and practices of modern law enforcement in areas of crime prevention, criminal investigation, identification and apprehension, civil rights, laws of search and seizure, rules of evidence and the care, control, custody and transportation of prisoners; thorough knowledge of general procedure used in court system and of the nature of legal evidence.

Skill in: Meeting and dealing with a wide range of people; defensive tactics and restraint techniques; use of firearms, vehicles, communication equipment and other department equipment; report writing and statistical data compilation; skill in interviewing and listening.

Ability to: Communicate effectively in both oral and written forms; analyze law enforcement problems in the area of assignment, to enforce laws, and to think and act quickly, calmly, and effectively in emergency and other conflict situations; remain calm and use good judgment during confrontational or high pressure situations; utilize problem identification and resolution techniques and make decisions independently in accordance with established policy and procedures and use initiative and judgment in completing tasks and responsibilities; courteously meet and deal effectively with other employees, judges, attorneys, other law enforcement agencies, public agencies, community organizations and the public.

### **QUALIFICATIONS**

Minimum: To promote enforcement of the law by improving competence of police officers and corrections officers, the Department of Public Safety Standards and Training establishes, 1) training standards for physical, emotional, intellectual and moral fitness, and 2) reasonable minimum training for all levels of career development, basic through advanced certifications. Furthermore, all appropriate employees are required to participate in mandatory department training.

Minimum standards for employment as a law enforcement or corrections officer as well as experience and training requirements for certification levels are established in the Public Safety

Standards and Training Act, ORS 181.610-.690, and reprinted in the Department of Public Safety Standards and Training Policy and Procedures Manual.

Initial minimum standards are:

- 1) U.S. citizen;
- 2) Must be at least 21 years of age;
- 3) No convictions by any state or federal government of a crime punishable by imprisonment in state or federal prison;
- 4) Must have good moral character as determined through background investigation;
- 5) Must pass a physical examination by licensed physician to meet physical requirements, such as: vision correctable to 20/20 and have normal color perception, weight proportionate to height and hearing test;
- 6) Must have a high school diploma or GED certificate;
- 7) Driving record must be free of convictions for hazardous moving violations within the previous three years; and
- 8) Must possess a valid Oregon driver's license at time of appointment.
- 9) Must pass a 12<sup>th</sup> grade reading and writing exam

Preferences: Prefer experience as uniformed police officer and/or Associate's Degree in law enforcement OR satisfactory combination of education, experience and training. Within one year of employment, must possess basic certification issued by Department of Public Safety Standards and Training, LEADS certification, First Aid/CPR certification and certifications related to equipment operated.

### **SUPERVISORY CONTROLS OVER THIS POSITION**

This classification works under the guidance of either the Sheriff or designee. The deputy works independently in administering a complex area of responsibility and confers with supervisors for professional advice. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. Work is accomplished within a broad framework, with authority and responsibility in enforcement of laws. Periodic reviews of work performance are conducted in terms of expected results.

This classification directs the work of reserve deputies.

### **GUIDELINES**

Work is performed within established Sheriff's Office policy, procedure and directives; federal, state and county statutes, rules, regulations and ordinances; DPSST reference manuals; equipment reference manuals; accepted procedures within law enforcement profession. Incumbent has to remain current on guidelines and uses considerable judgment in interpreting laws and guidelines and determining which laws to enforce, then follows procedures and laws closely due to nature of work.

## **PERSONAL CONTACTS AND PURPOSE OF CONTACT**

Contacts are with other employees, district attorney, judges, federal, state, and local agencies; other professionals in the field; physicians; clergy; schools; correctional facility inmates; and the public to give and exchange ideas or information; resolve problems, make arrests, issue citations, serve documents, give public talks, provide services, defend, or resolve matters.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is primarily performed in a field environment with physical demands of bending, climbing, hearing alarms and voice conversations, kneeling, lifting up to 150 pounds, pulling, pushing, reaching, running, sitting, standing and walking rough terrain. Work is performed in an environment which involves risks and discomforts and sometimes adverse weather conditions requiring safety precautions. Employees share common exposure to communicable diseases. A considerable amount of driving is required.