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| EXEMPT (Y/N): | No                       | JOB CODE:       | CSC    |
| DEPARTMENT:   | Sheriff's Office         | CLASSIFICATION: | 103    |
| SUPERVISOR:   | Enf. Lieutenant/Sergeant | SALARY RANGE:   | Deputy |
| UNION (Y/N):  | Yes                      | LOCAL:          | CCDSA  |

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**GENERAL STATEMENT OF DUTIES:** Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the County. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Patrol roads, highways, business and residential areas. Enforce traffic and criminal laws. Patrol rivers in patrol boat enforcing water safety laws and regulations when assigned to boat patrol. Check property security. Investigate road and safety hazards. Operate related police equipment including patrol vehicles, electronic equipment and firearms.

Conduct investigations of reported criminal activity. Respond to citizen complaints. Gather and process crime scene evidence and take latent fingerprints for use in court. Interview and take statements from victims, witnesses and offenders.

Investigate traffic accidents including determining circumstances, gathering evidence and taking statements. Perform first aid when necessary. Make arrangements for emergency medical personnel, ambulances and tow trucks.

Conduct investigations of reported civil disturbances and other calls for assistance such as family disturbances, public disturbances, animal control and lost persons.

Make arrests and book prisoners. Transport prisoners and patients under custody to institutions, courts and on extradition.

Serve subpoenas, warrants of arrest and other civil instruments.

Provide information to the public and answer inquiries regarding laws and ordinances.

Maintain records and prepare reports necessary for efficient investigations, crime prevention, prosecution and office procedures. Appear in court as witness.

Serve as a corrections deputy when needed.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of other employees is not a normal responsibility of this position. May assist in training other employees or act as shift/scene supervisor when necessary.

**SUPERVISION RECEIVED:** Work under the direct supervision of a Patrol Lieutenant/Sergeant who assigns and evaluates work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be

able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate, preferably with additional college level education in the field of law enforcement, equivalent to an Associate's Degree. Preference given for work experience in a law enforcement setting. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to obtain within one (1) year of employment, DPSST certification as a Police Officer. Possession of, or ability to obtain within six (6) months of employment, Law Enforcement Data System certification. Possession of, or ability to obtain within three (3) months of employment, a current first aid/cpr card. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be 21 years of age and be a citizen of the United States. Must be free of criminal convictions which would affect DPSST certification or which would violate any other County policy. Successfully pass a hand gun qualification course two-four times per year or as dictated by the Sheriff.

**KNOWLEDGE, SKILL AND ABILITY:** Working knowledge of state and county criminal, traffic, civil, juvenile, fish and game and marine laws; police methods and procedures; laws governing arrest, search and seizure and the criminal justice system, including courtroom testimony; and of police investigative procedures and techniques. Familiarity with computers systems and their use.

Skill to properly utilize police equipment and techniques including firearms and restraining devices; and to conduct investigations, collect, evaluate and analyze facts and draw correct conclusions.

Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to effectively control suspects in all situations, including the ability to physically restrain unruly suspects. Ability to work with Canine Officers and their Handlers. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying suspects weighing between 100 to 250 pounds. Many work assignments may require standing, walking and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with suspects and victims and interaction to diffuse aggression. May receive physical injuries when confronting suspects and/or victims and may possibly be exposed to hazards and risks which accompany exposure to suspects and/or victims. Tasks are performed in a variety of settings, including office, outdoor environments (with exposure to all type of weather conditions and terrain), and potentially a great deal of time spent operating or in a vehicle. The environment can be highly stressful and hazardous.