Cascade County
Job Description

Class Title	Deputy Sheriff
FLSA	Non-Exempt
Date	May 2010

Job Summary

A Deputy Sheriff serves in a highly responsible and visible capacity in the protection of life and property; preserves the public peace, prevents crimes, arrests violators of the law, enforces all laws and ordinances; does related work as required.

Officers are expected to use the minimum force necessary to carry out their duties and are required to handle a variety of potentially volatile and dangerous situations in a calm, confident, and effective manner.

Distinguishing Class Features

An individual in this class is a sworn deputy which performs law enforcement and crime prevention work by patrolling assigned areas, answering calls for service, investigating crimes, issuing citations and arresting violators. The Deputy Sheriff works under general supervision within a framework of established procedures and is expected to perform a variety of law enforcement duties with only occasional instruction, assistance and supervision. Adequate performance at this level requires the knowledge of Office procedures and the ability to choose among a variety of alternatives in solving emergency and routine incidents. The Deputy Sheriff is expected to work productively even in the absence of supervision, and also could be asked to assist in the supervision and training of new, less experienced, law enforcement employees. General supervision of the Deputy Sheriff is provided by the Sheriff's designated chain of command depending upon assignment. A Deputy Sheriff shall be assigned to the Field Training Officer program and complete a one (1) year probationary period.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- Provides information and assistance to motorists, pedestrians and the general public;
- Performs traffic enforcement and investigates traffic accidents; conducts radar checks and issues warnings and citations for non-moving and moving violations;
- Manages an assigned area in order to prevent crime, traffic violations and accidents;
- Apprehends individuals suspected of driving under the influence of alcohol and drugs and conducts appropriate tests;
- Places individuals under arrest, delivers Miranda warning, transports suspect, places suspect in detention and completes necessary paperwork;
- Serve statements of claims, subpoenas, summonses, jury summonses, and other court orders;
- Responds to burglar alarms, armed robberies, assaults, and other crimes in progress and answers general calls for service;
- Negotiates with suspects until arrival of tactical units;
- Mediates civil disputes such as domestic disturbances, landlord-tenant arguments and community complaints;
- Secures crime scenes for investigation and the protection of evidence;
- Respond to reported crime scenes; take action to secure the scene; interview victims and witnesses; gather and preserve evidence; arrest suspects; prepare required reports;
- Responds to and controls disturbances of the peace, fights and other civil disturbances, including communicating with emotionally-disturbed persons and restraining uncooperative individuals until tactical units arrive;
- Restrains, escorts and transports prisoners for court proceedings, and doctor, dental, psychiatric and other medical or necessary appointments;
- Testify in court;

- Renders aid to the sick and injured and maintains personal safety;
- Eliminates public hazards and preserves the public peace;
- Prioritizes and manages time in order to address criminal and other law enforcement related problems;
- Investigates and examines death scenes and determining cause and manner of death;
- Communicate with pathologists and other professionals concerning the decedent;
- File death certificates and keeps coroner records required by state law and local Office procedures;
- Prepares clear and concise reports in accordance with established policies and procedures;
- May perform specialized assignments such as utilizing photographic equipment, SWAT duties, search and rescue duties, accident investigations, and operating small watercraft depending upon the assignment, the individual employee's skills and the requirements of the Office;
- May supervise activities of volunteer reserve personnel;
- Attends trainings, meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge and Abilities

Knowledge and understanding of:

- The responsibilities and functions of the Sheriff's Office;
- Cascade County geography and rural roadways;
- Effective negotiation and mediation skills;
- Law enforcement policies, procedures and practices;
- Investigative and patrol procedures and techniques;
- Arrest procedures, prisoner restraint and transportation;
- Traffic control measures;
- First aid and CPR;
- Use and care of firearms;
- Human behavior and modification techniques;
- Self-defense techniques;
- Computer applications related to the work;
- Recordkeeping, report preparation, filing methods and records management techniques;
- Legal and law enforcement terminology;
- Safety rules, procedures and practices.

Skill to:

- Subdue individuals in a physical confrontation bearing duty equipment;
- Safely operate light-duty passenger vehicles and vans; occasionally may be required to operate patrol vehicles in high-speed emergency situations;
- Use tact, discretion, initiative and independent judgment within established guidelines;
- React in an emergency and make sound, rational decisions, demonstrating good judgment;
- Obtain facts from observation and anticipate problems; relate to the public and gain their respect.

Ability to:

- Observe accurately, remember and recall names, faces, numbers, incidents, and places;
- Demonstrate ability in the use and care of firearms, and proficiency in meeting Office standards for firearm expertise;
- Analyze situations quickly and objectively, to recognize actual and potential danger, and to determine a proper course of action;
- Effectively cope with stressful situations, tactfully and with respect to the rights of others;
- Read, interpret and communicate laws, ordinances, rules and regulations, and apply such in the course of the work;
- Maintain an effective and professional working relationship with co-workers, supervisors, other county employees, other agency personnel, and citizens of varied racial and economic backgrounds contacted during the course of work;
- Prepare accurate, reliable and grammatically correct written reports containing findings, recommendations and legal terminology;
- Operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;

- Understand and carry out oral and written directions;
- Deal with people in sensitive and controversial situations;
- Successfully complete officer candidate and field training programs;
- Communicate well with other deputies and through the designated chain of command with immediate supervisors, Lieutenants, Captains, Undersheriff and the Sheriff, other law enforcement, emergency response, detention and court personnel, and the general public both orally and in writing, using both technical and non-technical language;
- Perform a wide variety of law enforcement tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of potential personal danger.

Reporting Relationships

General supervision is provided by a Sheriff's Lieutenant or a higher level of sworn personnel depending upon assignment.

Decision- making Authority:
Discretionary powers include whether to warn, issue citations or to arrest violators. Must be able to maintain an effective and professional working relationship with co-workers, supervisors, other county employees, other agency personnel, and citizens of varied racial and economic backgrounds contacted during the course of work.

Minimum Qualifications

Education/Experience/Training:
- Graduation from high school or G.E.D.; **and**
- Must be a citizen of the United States.
- Must be at least 18 years of age at the time of employment.
- Recruitment & selection processes will involve a written test, oral interview, criminal background check, psychological evaluation and general fitness evaluation process.
- Employees must have successfully completed and passed the required tests and fitness evaluation.

Desired Qualifications:
- Two years (2) previous experience in law enforcement, security or detention facility background desired.

Certifications:
- Possess or be eligible for a valid Montana driver's license;
- Successful completion of the Montana State Basic Law Enforcement Academy within one (1) year of employment, or per MCA 7-32-303;
- Montana P.O.S.T. certified (must receive a passing score of 75%)
- CJIN/NCIC Mobile Computer certification required within one (1) year of employment;
- First Aid and CPR certification required within one (1) year of employment;
- Blood Alcohol Content Verifier and Firearms certification required within one (1) year of employment;
- Ability to obtain additional licenses and/or certifications as required by the position.

Sheriff's Office Employment Statement:
Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office.

Essential Physical Abilities

Essential Physical Abilities:
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.

- While performing the duties of the job, the employee is required to sit for extended periods while operating a motor vehicle;
- Must be physically fit and able to control, restrain, and subdue individuals and defend against an attack;
- Frequently required to stand and walk; climb stairs; reach with hands and arms; stoop, kneel, crouch, or crawl; speak and hear; and lift and/or move up to, but not limited to 100 pounds;
- Occasionally required to walk and/or run on sloped, slippery, and /or uneven surfaces;
- Must be able to successfully complete and pass the general physical evaluation process for the Sheriff's Office;
- Use physical strength of arms and legs to climb up and over, across, ascend, or descend large obstacles;
- Personal mobility which permits the employee to enter and search a variety of motor vehicles, confined spaces and properties; pursue suspects on foot for a sustained period while bearing duty equipment; apprehend and control suspects; enter, operate and exit motor vehicles; and protect individuals and deputy from life threatening situations with or without the use of weapons;
- Push or pull self through openings of varying nature by using the necessary upper and lower body strength of the arms or legs;
- Drag, push, pull, lift, or carry heavy objects or persons, move heavy equipment, rescue individuals, and drag persons away from dangerous situations or respond to incidents;
- Clarity of speech and hearing which permits the employee to hear voice conversation and to communicate well with other deputies and through the designated chain of command with immediate supervisors, Lieutenants, Captains, Undersheriff and the Sheriff, other law enforcement, emergency responders, detention and court personnel, and the general public;
- Specific hearing abilities to localize and differentiate sounds;
- Specific vision abilities required by this job include close and far vision, color and night vision, peripheral and depth perception, and ability to adjust focus while operating motor vehicles, reading license plate numbers and paper documents, operating computers and other office equipment, observe and identify criminal activity, and maintain personal and public safety during use of a firearm;
- Manual dexterity which permits the employee the sense of touch, gripping with fingers and hands, hand and eye coordination; which include the ability to operate a motor vehicle, perform self-defense tactics, use firearms, render aid to the public, administer sobriety and other field tests and use computers and general office equipment.

Working Conditions:

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.

- The work is performed approximately 30% in an office environment and approximately 70% performing patrol duties;
- Rotating shift work is required;
- May be required to return to duty during an emergency situation;
- Based on the fact that the duties of a law enforcement officer require an element of personal risk, all employees of this classification are responsible for using physical force, up to and including deadly force;
- Work includes both indoor and outdoor conditions, in both light and dark environments and inclement weather;
- Driving safely at accelerated speeds in moderate to severe weather conditions is a requirement of the position;
- Potential exposure to smoke, noxious odors, fumes, chemicals, needles, drugs, infectious diseases, blood borne pathogens, body fluids, and toxic substances are additional hazards of the position;
- Exposure to potentially hazardous situations, which involve physically violent persons, or interviewing mentally or emotionally disturbed persons;
- The noise level in the work environment varies from low to sporadically loud.

Approved: May 17, 2010

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Employee Signature Date

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Supervisor Signature Date