

LEWIS COUNTY SHERIFF'S OFFICE DEPUTY SHERIFF JOB DESCRIPTION

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| Employee Name: | |
| Bargaining Unit: | Operations Guild |
| FLSA: | Non-Exempt |
| Classification: | Uniform |
| Division: | Patrol |
| Reports To: | Operations Sergeant |
| Work Hours: | Variable |

Introduction

Employees of the Lewis County Sheriff's Office hold positions of high public trust. It is imperative all employees conduct themselves both on and off-duty in such a manner that does not bring disrepute on this Office, or the professional image of law enforcement.

Core Values of the Organization

The Lewis County Sheriff's Office subscribes to a set of core values. These are our fundamental norms and commitments. These norms and commitments infuse our mission and guide us throughout the discharge of our professional duties. They are set out in the Office's Mission Statement and Code of Ethics; and they give rise to the several rules, policies, procedures, and practices of the Lewis County Sheriff's Office. Our core values also underlie the personal and inviolable commitment each of us makes, when we swear our own oath of office.

The Lewis County Sheriff's Office also acknowledges the primacy of the legal norms which define the relationship of our corps of sworn law enforcement officers to the Office and to the community. These norms are set out in State and Federal law, civil service rules, and collective bargaining agreements.

In light of our core values, and subject always to the legal norms which bind the Office, employees are admonished to be punctual and regular in their attendance; to strive for excellence in the performance of their duties; to be true to the Office, to their superiors, and to their colleagues; and to bring their fullest efforts to serve the people of our community.

Job Summary

The Deputy performs varied first-level law enforcement duties involving the protection of life and property, the enforcement of laws and ordinances, the maintenance of order, and the investigation of crime.

This position is generally under the direction and general supervision of an Operations Sergeant, but may at times work independently. The hours of work are varied.

Minimum Qualifications

- High school graduate or GED.
- United States citizen.
- No felony convictions or series of offenses of a minor nature which would lend themselves to establish a pattern of criminal behavior, nor any criminal instances concerning moral turpitude.
- Minimum age of 21 years at time of appointment.
- Must hold or obtain a valid Washington State Driver's License.
- Acceptable score on an examination based on knowledge, skills and abilities.
- Must pass a background investigation by the Sheriff's Office, as well as a medical and psychological examination, drug screening and polygraph test.
- Good health.
- Must meet and maintain the current physical requirements adopted for the assigned job/position.
- Must read, write and speak English proficiently.

Essential Performance Expectations

The following list reflects the core expectations for every employee of the Lewis County Sheriff's Office regardless of position. These expectations establish the very foundation for job performance.

1. Maintain regular and predictable attendance.
2. Give a full day's work for a full day's pay.
3. Comply in letter and spirit with the Mission, Oath of Office, Ethical Values, directives, policies, procedures, customs and practices.
4. Be mentally and physically fit and prepared for work.
5. Learn the job; stay updated and current on case law, threats, trends, and changes in the law enforcement profession.
6. Adjust to change in a positive manner.
7. Respond in a professional and positive manner to management's directives.
8. Use work time to be productive in an efficient, effective and safe manner.
9. Maintain the trust, faith and confidence of the Sheriff and be loyal to the lawful interests and needs of the organization.
10. Maintain a harmonious work relationship with other personnel, agencies, and community partners.

In light of the foregoing performance expectations, the following are the duties, responsibilities and requisites of this position:

Duties and Responsibilities

Perform the following work with minimal supervision:

Maintain performance standards (as set by the work group) in the following categories:

1. Non-scheduled absenteeism;
2. Compliance with directives;
3. Work productivity.

Patrol a designated area of the county in a patrol car and/or on foot to deter and discover crime, conduct on-scene investigations at crime scenes, aid persons in trouble and render other public services as needed.

Patrol the county in a patrol car, bicycle or boat to enforce traffic and parking ordinances and investigate accidents; operate a radar unit to discover speed violations; issue citations to violators of state laws and county ordinances; serve warrants of arrest; arrest persons on misdemeanors and felony charges; handcuff and search arrested persons and secure their custody; complete necessary reports concerning alleged crimes, circumstances of arrest, and available evidence and witnesses.

Serve civil processes, including writs of attachment, writs of restitution, and writs of execution, sex offender checks. Document attempts and other pertinent information on worksheets.

Respond to reports of possible crime and take action as the situation requires to secure the scene; interview victims and witnesses, gather evidence and arrest suspects; complete incident and arrest reports; investigate persons suspected of being engaged in crime, locate and secure evidence pertaining to alleged crime, and arrest suspects for probable cause.

Report to scenes of accidents; administer emergency first aid and summon aid cars and other patrol units for assistance in treating the injured and controlling the scene; interview principals and witnesses, make general drawings of accident scenes noting details, and complete a standard accident report; issue citations or make arrests as the situation warrants.

Investigate and assist drivers in stalled vehicles and pedestrians who appear to be hurt or in trouble; interview persons with complaints or inquiries, give information on laws and ordinances.

Conduct thorough investigations of reported crimes appropriate to their assignments; interview victims and witnesses; locate, arrest, and interview suspects; use photo montages for victim and witness identification; gather evidence and conduct necessary searches; conduct follow-up investigations as needed; prepare case file detailing all aspects of an investigation and present it through the chain of command to a prosecuting attorney.

Develop street contacts to obtain information about crimes; maintain contact with paroled criminals and suspects at large; do undercover and decoy work; check known and possible stolen property outlets, such as pawnshops and junkyards.

Report for duty on time and work overtime as directed. Attend training and shift meetings. Apply job-related knowledge, skills, and abilities on duty.

Maintain a neat, clean, and professional appearance.

Promote the community policing philosophy component and function within the Sheriff's Office.

Check voicemail, mailbox, message center, and email at some time during the beginning of shift and as needed thereafter.

Testify in court.

Perform specialized duties depending on individual officer's background, ability and the needs of the agency, or as assigned.

Perform duties and other work as required.

Requisite Job Knowledge

Must possess and maintain the job knowledge and understanding of:

- Geography of the county.
- Criminal statutes, constitutional and civil law requirements and restraints for their enforcement.
- Policies and procedures manuals for the Sheriff's Office and the Operations Bureau.
- Basic first aid and CPR principles and skill in their application.
- The effect of cultural and socio-economic differences on the relationship with law enforcement agencies.

Requisite General Abilities

Must possess, exhibit and maintain the ability to:

- Analyze situations quickly and objectively; recognize actual and potential dangers and determine a proper course of action.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Compose and complete incident reports; organize details logically.
- Cope with situations firmly, tactfully, and with respect to individual rights.
- Speak and write with clarity.
- Communicate effectively with diverse groups of people, including people with social and behavioral problems, as well as the handicapped, disabled and disadvantaged.
- Observe and remember detail.
- Establish and maintain positive, effective working relationships with fellow employees, other agencies and citizens from all racial, ethnic and economic backgrounds.
- Read, understand, learn and interpret laws, ordinances, rules and regulations.
- Meet agency standards relative to appearance and dress code.
- Satisfactorily complete prescribed courses of training, including the academy, in-service training, and skill training such as first aid, CPR, defensive tactics, defensive/pursuit driving, firearms, breathalyzer, baton, and radar.
- Safely operate a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes, and advising of rights and processes.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons, and resort to the use of hands, feet and other approved weapons in self-defense.
- Learn and use investigative tools, techniques and procedures.
- Keep materials and information confidential and exercise caution to keep within the rights of privacy laws.
- Maintain a working knowledge of and familiarity with the policies and procedures of the Lewis County Sheriff's Office.
- Work nights, days, weekends, holidays, and for long periods of time.
- Effectively use ever-changing technology, such as the MDC and Sector.

Requisite Psychological/Mental Abilities

Must possess, exhibit and maintain the ability to:

- Exercise emotional stability, self-assurance, and a high degree of initiative and good judgment.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.

Requisite Physical Abilities

Must possess, exhibit and maintain the ability to:

- See, hear, feel, smell, touch, speak and move about (with or without corrective devices) to perform the duties, responsibilities, tasks and essential functions required or assigned to this position.
- Climb several flights of stairs; move quickly with force to physically restrain, subdue and arrest suspects; control and handcuff non-cooperative suspects and prisoners.
- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lift, carry and drag heavy objects; climb over and pull oneself over obstacles; jump down from elevated surfaces; climb through openings; jump over obstacles, ditches and streams; crawl in confined areas; balance on uneven or narrow surfaces; and use body force to gain entrance through barriers.

- Load, unload, aim and fire from a variety of body positions handguns, shotguns, rifles, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- Perform search of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects; walk for long periods of time, detain people, and stop suspicious vehicles and persons.
- Perform rescue functions at accidents, emergencies, and disasters, to include directing traffic for long periods of time; administer emergency medical aid; lift, drag, and carry people away from dangerous situations; and secure and evacuate people from particular areas.

Work Conditions

Must be able to effectively, efficiently and safely work in the following environments:

- A 24-hour, seven-day a week operation with possible rotating shift schedules. This includes working day/night shifts, weekends, holidays and overtime as required.
- Variety of weather conditions.
- Emergency situations which may be physically demanding for long periods of time, assure the delivery of and participate in administering emergency medical aid, evacuations and rescue of individuals from harm in potentially dangerous situations.
- Hazardous conditions where employee must put on and be able to wear a variety of protective masks and/or eye protection for extended periods of time.
- Situations where employee is exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain. The employee must exhibit a history and characteristic of honesty, reliability, and ability to manage personal finances, interpersonal skill, and integrity.
- Situations where blood, body fluids or other potentially infectious materials, and hazardous materials are present.
- Respond to incidents which may be considered graphic and/or grossly offensive to human senses.

NOTE: This job description should not be interpreted as all inclusive. It is intended to identify the essential functions, major duties/responsibilities, requisite job knowledge and abilities, work conditions and requirements of the position. Employees holding this position 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 employee 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 employee, when possible.

Job Description Approval

I have reviewed this job description and understand it reflects the major work requirements, essential job functions and tasks for which I am responsible. If I have any questions, I understand I can contact my supervisor for clarification.

Employee's Signature

Date

I have issued this job description to the employee.

Supervisor's Signature

Date

The job description currently reflects the needed skills and abilities required to perform this position.

Administrator's Signature

Date