

**DEPUTY SHERIFF**

DEFINITION

To perform a variety of responsible law enforcement and crime prevention work, including patrolling assigned areas, answering calls and complaints, investigating crimes, serving civil papers, and providing court room security; to enforce all federal and state laws and local ordinances related to public safety and welfare.

DISTINGUISHING CHARACTERISTICS

The classification of Deputy Sheriff is responsible for performing general law enforcement and related activities in the County's unincorporated areas. It differs from the classification of Sheriff's Detective in that the Detective has primary responsibility for conducting criminal investigations regarding major crimes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level, sworn, supervisory staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Performs routine patrol duties, including but not limited to patrolling assigned areas of the County; responding to emergency calls and/or public calls for assistance; investigating disturbances, prowlers, burglaries, thefts, vehicle accidents and other crimes; checking buildings for physical security, etc.

Administers first aid in emergency situations.

Issues traffic citations.

Serves warrants, subpoenas and civil documents.

Apprehends and arrests suspects and violent persons; transports prisoners; seizes property and/or criminal evidence; interrogates suspects, witnesses and complainants; gathers and preserves evidence.

Assists with County search and rescue operations.

Prepares various reports on investigations, including arrest and unusual incidents observed.

Assists with criminal investigations as required.

Prepares case files; testifies and presents evidence in court.

Deputy Sheriff  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/13/08

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #22b 12/18/07

Works with other law enforcement agencies in matters related to the investigation of crimes and apprehension of offenders.

May serve as special duty officer as assigned, including responsibilities such as serving on the narcotics task force, serving as Deputy Coroner, providing court security, serving as school resource officer, serving as K-9 handler, serving on gang task force, etc.

Participates in other special projects and programs as assigned.

Performs duties related to crime prevention and community relations.

Performs general administrative work, including but not limited to attending meetings, preparing correspondence and reports, entering computer data, maintaining files, answering the telephone, etc.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Procedures and methods in law enforcement patrol, traffic control, crime prevention, criminal investigation, apprehension and arrest, civil process and jail operations.

Principles and practices of processing Coroner's cases.

Principles and practices of search and seizure, preservation and presentation of evidence in traffic and criminal cases.

First Aid practices.

Criminal behavior and methods of operation.

Types of law enforcement equipment, materials and specialty items.

Types of narcotics and other illegal substances.

Locations and characteristics of the various neighborhoods.

Principles and practices of record-keeping and reporting.

Ability to:

Interpret and apply and enforce pertinent laws, policies, rules and regulations.

Serve in a law enforcement capacity in a responsible and effective manner.

Understand and follow oral and written instructions.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

Accurately observe and recall incidents, situations, and names, faces, numbers, places encountered.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control criminal suspects.

Use and care for firearms.

Deal courteously, yet firmly and effectively with the public in police situations.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some law enforcement experience is desirable.

Training:

High school diploma or GED equivalent.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or the ability to obtain, a P.O.S.T. Basic Certificate within one year of date of hire.

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| Classification Code:        | 5132805                                  |
| Bargaining Unit:            | 20                                       |
| FLSA Status:                | Y  |
| Workers' Compensation Code: | 7720                                     |
| Pay Table:                  | CNTY                                     |
| Range:                      | Refer to current "Class Range Sort List" |