POSITION DESCRIPTION

JOB TITLE:	Deputy Sheriff I	**DEPARTMENT:**	Sheriff's Office
FLSA STATUS:	Non-Exempt	**REPORTS TO:**	Sergeant
APPROVED DATE:	March 2003	**GRADE:**	10
SAFETY SENSITIVE:	Yes	**SALARY:**	$61,200.00 - $87,256.57 (DOE)

SUMMARY

As a certified law enforcement officer, preserve the peace, prevent and suppress all affrays, breaches of peace, riots, and insurrections, patrol the county to control traffic, prevent crime or disturbance of the peace, perform security duties for Court, provide transportation of prisoners, intoxicated persons, and mentally disturbed persons. Serve arrest warrants, notices and civil processes, and court papers. Provide services as requested by District Court Judges. Respond to a variety of complaints or calls requiring law enforcement assistance. Takes instructions/directives from Shift Supervisor.

DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

ESSENTIAL FUNCTIONS:

- Respond to citizen requests, complaints or emergencies including crimes in progress and crimes occurred prior. Patrol roadways within Grand Forks County to observe and take appropriate action against traffic violators, stolen vehicles, stranded motorists, hazardous conditions, and other irregularities. Respond to calls with individuals who are potentially deficient or addicted, apprehend as needed and transport to private or public institutions in accordance with State law.
- Issue traffic citations, warnings, and arrest violators when appropriate. Conduct traffic stops. Serve as a deterrent to criminal actions by presence in the area.
- Conduct community-oriented policing activities throughout the county including location checks, foot patrol, entering buildings open to the public including schools and engaging in positive law enforcement interactions.
- Assist in criminal investigations, enforce criminal and traffic laws, civil process laws, while following policies and procedures. Prepare sketches and/or take pictures of crime scenes, accidents, victims, and suspects. Process and verify warrants. Complete affidavits of probable cause for the States Attorney. Testify in court.
- Update electronic/manual criminal information filing systems as needed. Query, research and evaluate information from databases and access various computerized systems.
- Respond to civil complaints. Respond to complainants, assist in preliminary investigations, and protect the crime scene. Deliver civil papers and executions.
- Respond to accident scenes and render first aid assistance. Preserve evidence on scene including tire marks and debris. Coordinate response of additional units to include law enforcement, ambulance, and fire units. Take photographs, make measurements, obtain statements, and gather evidence for evaluation of the accident.
- Watches for wanted or missing person and lost children; administers first aid to the injured in emergency cases.
- Prepare detailed reports on arrests, accidents, personal and property crimes, civil matters, and other complaints. Complete reports and maintain records.

- Serve civil process papers in accordance with Rules of Court and of Civil Procedures.
- Provide security to various situations as requested or required. Conduct security patrols of business establishments after hours and temporarily vacated residences. Provide courthouse and courtroom security as scheduled or when notified. Assist in crowd control and quelling civil disturbances.
- Transport adult and juvenile prisoners and mental health patients to and from court, jail, institutions, and other facilities.
- Answer requests for information and promote positive police community relations.
- Maintains weapons and equipment in functional and presentable condition.
- Maintains required level of proficiency in the use of firearms, and evasive action/driving skills.
- Attends shift meetings, seminars, and training sessions as required to remain knowledgeable of operations and promote job performance.
- Attends work during regularly scheduled hours, including the ability to work flexible schedules as assigned.
- Perform other duties as assigned or apparent.

MARGINAL FUNCTIONS:

Answer and route telephone calls, operate office equipment, and maintain department vehicles. Maintain issued equipment in working order including duty belt and equipment, radio, gun, taser, handcuffs, light, uniform, vest carrier and body worn camera.

EDUCATION AND EXPERIENCE

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

Education: Minimum of a High School diploma and two (2) years post high school education. On-going training and education required.

Licenses, Certificates, and Registrations: Maintain a valid driver's license. Licensed through ND POST or eligible for a ND POST license upon completion of the 2-week academy testing.

ACCOUNTABILITIES AND QUALIFICATIONS

The following generally describes the knowledge and ability to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

ACCOUNTABILITIES:

- Perform job responsibilities in a manner consistent with the County's vision, mission and values.
- Develop and maintain a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
- Develop respectful and cooperative working relationships with co-workers.
- Inform immediate supervisor of all important matters pertaining to assigned job responsibilities.
- Seek opportunities for further personal growth and development.
- Represent the County in a professional manner to all internal and external contacts when conducting County business.
- Comply with all rules and policies in order to maintain a safe work environment.

KNOWLEDGE OF:

- Law enforcement methods and procedures including patrol, crime prevention and investigation.
- Rules of search and seizure and preservation of evidence.
- Laws governing the apprehension, arrest and custody of persons accused of felonies and misdemeanors.
- Grand Forks County geography and demography (including cities within the county).
- Principles and techniques of negotiations and crisis intervention.
- Approved devices of chemical testing and NDCC approved testing methods.
- Operation characteristics of police equipment, firearms, vehicles, and apparatus.
- Principles, methods, and techniques of community policing.
- Pertinent state laws and ordinances.
- County policies and procedures.

SKILL IN:

- Proper use and care of duty firearms and other law enforcement equipment in accordance with department policies.
- Interviewing and interrogating persons for the purpose of gathering evidence.
- Understanding and following oral and written instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Overseeing compliance with departmental rules and safety of students on a Police Weapons Range.
- Presenting Drug/Alcohol Resistance Education Programs to community groups.
- Performing a wide range of law enforcement assignments.
- Operating necessary computer software such as Microsoft Office Suite.
- Public relations.

ABILITY TO:

- Maintain mental capacity which allows for effective interaction and communication with others and the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Take active charge in serious and unusual situations.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work independently in the absence of supervision.
- Think clearly and act quickly in emergency situations.
- Control violent people and effect arrests.
- Gather and maintain security of evidence for presentation in court.
- Interpret and enforcement of state laws and applicable county ordinance.
- Obtain and retain required certifications to perform specialized duties.
- Communicate clearly and concisely, both orally and in writing.
- Operate computer and other office equipment, such as multi-line telephone, scanner, copier/fax and printers.
- Communicate clearly and concisely, both orally and in writing.
- Respond to requests from the general public.
- Establish and maintain effective working relationships with government officials, co-workers and general public.
- Handle varying and often busy, stressful times.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

PHYSICAL ABILITIES:

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, pushing or pulling and lifting, frequently requires standing, walking, sitting and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, constant operation of motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic, radio traffic, sirens).

WORKING ENVIRONMENT:

Ability to work under regularly unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, suicidal and homicidal environments, noise, vibrations, wetness, machinery, standing on roadways where vehicles are traveling highway speeds, disease and/or dust can cause discomfort and where there is a risk of injury and death. Subject to rotating shift assignments, 24 hours per day, seven days per week, 12-hour shifts, call out and overtime.

HAZARDS:

Often subject to enclosed environment over extended periods of time and may be exposed to individuals or groups who are armed and dangerous, and to interactions in unstable environments.

SUPERVISOR RESPONSIBLITIES

None

ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position that I occupy. The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties preformed. The position description does not constitute an employment agreement between the County and the employee and is subject to change by the employer as the needs of the County and requirements of the job change.

Signature _____ Date _____

Print Name _____

Grand Forks County does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act. **(NDCC 14-02.4)**