

HARDEMAN COUNTY SHERIFF'S OFFICE

GENERAL ORDER

Subject: Deputy Sheriff Job Description

General Order: 2.8.001

Pages: 6

Procedure: P & PM

Effective Date: _____

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain law and order and to perform specialized police work within an assigned unit/function of the Sheriff's Department, which may include the Patrol Unit, Field Training Officer functions, K-9 Unit, Warrants Division, Jury Coordination functions, Court Security, or other area. Duties and responsibilities include providing protection of life and property, enforcing federal, state and local laws, responding to emergency/non-emergency situations, investigating criminal activity, issuing citations, arresting violators, and performing specialized duties within the area of assignment. Patrol assignment reports to Lieutenant of Patrol Unit

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all applicable codes, ordinances, laws and regulations in order to protect life and property, prevent crime, and promote security.

Prepares, obtains, and/or serves criminal/civil warrants.

Participates in court activities; responds to court subpoenas; prepares case files and evidence for presentation in court; testifies and presents evidence during court.

Provides assistance or backup support to other officers, dispatchers, court officers, jail personnel, emergency medical providers, fire department personnel, other law enforcement agencies, or other public service agencies as needed; provides emergency response on a twenty-four hour basis as needed.

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, alcohol testing equipment, drug testing kits, processing kits, handcuffs, baton, flashlight, fire extinguisher, measuring devices, audio/video recorder, radio/communications equipment, telephone, hand tools, or general office equipment.

Inspects and maintains assigned police vehicle, uniform, weapons, or other equipment. Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, logs, incident reports, accident reports, arrest reports, miscellaneous reports, citations, warnings, property/evidence reports, subpoenas, summonses, diagrams, or other documents.

Receives various forms, reports, correspondence, incident reports, accident reports, witness statements, criminal history reports, driver history reports, BOLO notices, warrants, subpoenas, summonses, crime statistics, training bulletins, general orders, statutes, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, or other computer programs.

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with shift supervisors, command personnel, officers, employees, dispatchers, other divisions or departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, inmates, the public, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness

training and continuing education activities; reads professional literature; maintains professional affiliations.

Assignment to Patrol Unit may involve the following additional functions:

Patrols designated areas via motor vehicle, on foot, or by other means to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions; responds to active alarms at residences, businesses, and industries; checks suspicious vehicles, persons, or situations; maintains high visibility in the community; reports observed safety hazards or unsafe conditions such as missing, fallen, or damaged street or warning signs.

Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, natural disasters, public service duties, stranded motorists, motorist assist, or other problem situations.

Prevents/discovers commission of crime; writes citations; apprehends arrests, and processes criminals, fugitives and offenders; pursues fleeing suspects; conducts searches of suspects or arrestees.

Conducts preliminary investigations of complaints or incidents; interviews victims, complainants and witnesses and records statements; gathers information and evidence; secures crime scenes and protects integrity of evidence; prepares detailed reports and sketches.

Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering CPR or first aid, or extinguishing small fires.

Enforces vehicle operating laws, parking laws, and DUI laws; conducts sobriety tests; uses visual observation and pacing to enforce speed laws.

Responds to traffic accidents/complaints; investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers; measures accident scenes and makes drawings of accidents; reviews evidence, reconstructs accidents, and makes recommendations; investigates traffic hazards; coordinates removal of debris, animals, or other hazards from roadways.

Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, parades, special events, funerals, businesses, or other situations as appropriate.

Transports arrestees, inmates, mental patients, members of the general public, or other individuals as required.

Utilizes police K-9 unit to detect drugs, track/apprehend suspects, or search for lost/missing persons; conducts searches of vehicles, buildings, or premises with K-9 to locate narcotics or individuals; grooms, cleans and maintains K-9 unit; maintains dog kennel and related equipment; conducts K-9 training; demonstrates skills/abilities of K-9 unit to schools, churches, and civic groups.

Assignment to Court Security functions may involve the following additional functions:

Monitors security of courthouse building and related facilities to ensure safety of all individuals; operates and monitors equipment such as metal detectors, x-ray machines, surveillance cameras, remote door locks, panic alarms, fire alarms, or other equipment/systems.

Serves as court officer; maintains a security presence in the courtroom to ensure safety of court personnel, prevent disturbances of court proceedings, and prevent potential violence or use of weapons; maintains continuous surveillance of courtroom; provides protection for judges, attorneys, clients, witnesses, jurors, or other participants in court proceedings; responds to violence, erratic behavior, alarms, or other unusual situations; intervenes in physical confrontations; escorts defendants, prisoners, or other individuals within the building as needed.

Assignment to Warrants Division may involve the following additional functions:

Serves criminal warrants; coordinates activities involving location of offenders, service of warrants, arrest of offenders, booking of arrestees, and completion of associated documentation.

Researches background information on warrants; searches computer system to locate offenders and obtain relevant information; checks previous booking information to provide current address, previous charges, photographs, and necessary precautions for service of warrant; researches additional information such as place of employment, telephone numbers, and persons who might know location of defendant.

Works with other officers to secure arrests; communicates with officers to exchange or obtain information; coordinates backup coverage to increase officer safety and to prevent defendant from evading arrest or attempting escape; provides backup coverage to civil process officers for evictions and service of arrest warrants of occupants as appropriate; receives information from dispatchers or from Crime Stoppers regarding identification or location of criminals.

Coordinates extradition or transportation of prisoners between holding agencies.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, or filing documentation. May operate radar equipment when needed.

Conducts various errands as needed, which may include transporting documentation to courthouse or other locations, transporting bank transactions, transporting blood to hospitals in cases of emergencies, delivering emergency messages, or other tasks.

Provides backup coverage or assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by completion of basic police officer training program; supplemented by one (1) year previous experience and/or training involving law enforcement or security work, and training/work in area of specialized assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet requirements of Minimum Standards Law (TCA 38-8106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. Must possess and maintain valid Firearms Certification, Taser, and Chemical Weapons Certification. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license. Participation in F.A.S.T. Team requires a minimum of one year of direct law enforcement experience and valid Basic S.W.A.T. Team Training certification.

Assignment to Field Training functions may require possession and maintenance of valid Field Training Officer certification and/or other certification in specific area of instruction (such as CPR, firearms/weapons, traffic radar, or other area).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on running, climbing and balancing, but typically also involving some combination of

stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (165 pounds or more).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally and effectively in stressful situations.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.

Hardeman County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee Signature / Date

Supervisor Signature / Date