

**ARCHULETA COUNTY, COLORADO**

**JOB DESCRIPTION**

**CLASS TITLE: Patrol Deputy**

**DEPARTMENT: Sheriff’s Office/Patrol Unit**

**FLSA STATUS: Non-Exempt**

**JOB SUMMARY:**

Performs a variety of law enforcement functions. Enforces local, state, federal laws and ordinances for the protection of life, health, safety, welfare and property of the public and community. Assists community members in solving problems and maintaining the peace.

**SUPERVISION RECEIVED:**

Receives general direction from the Patrol Corporal and Sergeant.

**SUPERVISION EXERCISED:**

None

**ESSENTIAL FUNCTIONS:**

*The duties described herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Patrols for the purpose of preventing, identifying and responding to suspicious or illegal activity. Provides protection and service to County citizens and property.

Responds to emergency scenes and calls for service to provide assistance, direction, support and maintain law and order.

Responds to emergent and non-emergent complaints of crimes or incidents. Conducts initial investigations of crime scenes or incidents to gather pertinent facts and information.

Interviews victims, witnesses, participants and suspects at the scene of incident or crime. Conducts follow-up investigations as required.

Apprehends suspects and manages the care, custody and transportation of suspects and prisoners.

Conducts searches and gathers records as well as preserving evidence and/or contraband.

Recovers lost and/or stolen property.

Documents incidents and prepares records and reports of daily patrol activities.

Issues summons/citations for minor law violations. Prepares complaints and investigative reports for filing of criminal charges.

Appears in court as a witness/complainant to testify in legal proceedings.

Serves civil and criminal process papers.

Serves as a bailiff for providing courtroom security.

Promotes and administers the Sheriff’s Core Values, Service Oriented Policing philosophy, and the Law Enforcement Code of Ethics.  Ensures a high degree of personal integrity from all command personnel and their subordinates to maintain the public trust.

Ensures that professional competence and skillful enforcement of the law remain at the highest levels in compliance with local, state, and federal laws, statutes, ordinances, and/or regulations.

Promotes community partnerships.

Maintains and enhances professional and technical knowledge and skills and keeps current on events that affect the Sheriff’s Office.

You will be required to work: day, night and overnight shifts, weekends, holidays and on-call on a rotational basis.

Is occasionally required to work outside normal work hours in the performance of duties and to attend governmental meetings.

**OTHER DUTIES:**

Performs other related duties as assigned.

Undertakes major assignments, including short and long term projects, and accepts additional responsibilities as directed by Command Staff.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Attends schools, conferences and other meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and other meetings.

May be called upon to fight wildland fires, participate in search and rescue operations, and respond to emergency/disaster incidents.

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**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.*

Possess the highest degree of integrity and strong interpersonal skills.

Minimum twenty-one (21) years of age, good physical condition - the ability of effect a forcible arrest.

Principles and practices of program development and administration as it relates to law enforcement services.

**Education, Experience and Licenses:**

**Education:**

Equivalent to the completion of the twelfth grade.

Completion of a Colorado P.O.S.T. approved basic law enforcement academy including skills and firearms training.

Associates degree or higher desirable.

# Experience:

# One year of peace officer experience.

**Licenses and Certifications:**

 Possession of a valid Colorado Driver’s License.

Colorado P.O.S.T. Peace Officer certification.

CPR and First Aid certifications.

 Bilingual (English/Spanish) skills preferred.

**MENTAL ACTIVITIES:**

**Reasoning:**

Ability to apply common sense understanding to carry out assigned duties, ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

**Logic:**

Ability to perform basic skills, including organizational and process management as well as other reports which require calculations.

**Language/Communication:**

Ability to communicate clearly and concisely orally and in writing, ability to establish effective working relationships with employees, other agencies and the general public, ability to communicate with others under stressful conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

Scope and application of local, state, and federal laws and regulations pertaining to public safety, law enforcement, laws of arrest, civil and criminal matters and use and possession of firearms.

Principles, practices, and techniques of traffic and crowd control, rules of evidence, search and seizure, investigations, interviewing/interogation, criminal apprehension and physical restraint.

Sheriff’s Office and County rules, regulations, policies, procedures, standard operation procedures, and professional and ethical standards of conduct.

Principles, practices, and objectives as related to the Sheriff’s Office Mission Statement, Core Values Statement and the Law Enforcement Code of Ethics.

Law enforcement theory, principles and practices and their application to a variety of programs.

Use of firearms and other law enforcement equipment.

Principles, practices and objectives as related to law enforcement and the judicial system.

**Ability to:**

Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations as well as members of the community.

Adhere to and ensure compliance with departmental professional and ethical standards of conduct.

Exhibit discretion and provide professional customer service to clients and public.

Communicate clearly and concisely, both verbally and in writing.

Maintain department proficiency standards in the use of firearms.

Operate firearms, safety equipment, vehicles, radios, computers, standard office equipment, restraint and safety gear and other special equipment as necessary.

Operate and communicate on two-way radios.

Pass random drug and alcohol testing.

Act effectively in emergency and stressful situations; ability to follow verbal and written instructions.

Communicate effectively orally and in writing.

Perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time.

Sit and perform administrative and computer work.  Requires ability to operate a vehicle in all types of weather conditions.

Read and understand written documents, maps, legal documents, CCIC/NCIC and motor vehicle records and/or related materials as required for the performance of the job.

 Follow procedures and practices that support Sheriff’s Office philosophy. Operate safety equipment, vehicle, radio, computer, standard office equipment and other special equipment as necessary.

Work involves stress associated with angry, upset, or distraught citizens or language and cultural variances.  Requires ability to persuade and manage difficult people in unpredictable or dangerous situations.

**TOOLS AND EQUIPMENT USED:**

Requires the frequent use of a police car, radio, handgun, and other weapons as required, expandable baton, handcuffs, breathalyzer, first aid equipment, pager, personal computer, including word processor and spreadsheets, telephone, copy machine and fax machine.

**PHYSICAL DEMANDS:**

*The physical demands described 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 functions.*

Must be able to pass standard physical exam and successfully complete and maintain required physical standards and certifications.

Requires frequent moderate lifting/carrying (up to 49 pounds) and occasional heavy lifting/carrying (50 pounds and over). Requires constant driving, frequent standing, sitting, pushing/pulling, bending/stooping, twisting, kneeling, squatting and occasional running.

Ability to conduct activities requiring climbing, stooping, kneeling/bending, crawling, twisting and reaching on a moderate to substantial basis.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth

deception and the ability to adjust focus. Have the ability to see small objects at a distance, to identify

objects in low light or bright light, to see movement in a wide field of vision and to see and distinguish

close objects, such as in reading detailed documents. Requires full range of peripheral vision to monitor

multiple computer systems.

Requires full range of hearing to monitor multiple radio and telephone systems. Ability to hear and conduct routine conversation and to distinguish various signals, radio transmissions to be able to respond to calls and alarms. Have the ability to hear a wide range of sounds, to distinguish type of sound and where it originates.

Ability to work with hands above shoulder height or arms extended at shoulder height. The employee is required to use hand to finger, handle, grasp or feel objects, tools, or controls, and reach with hands and arms, talking in person and via telephone or radio. This position is occasionally required to stoop, kneel, run or crouch.

Requires repetitive movement’s standard in office-related activities such as typing, and sitting and standing

May be exposed to bio-hazardous material, blood-borne pathogens, STD's or other health considerations and unusual fatigue factors.

**WORK ENVIRONMENT:**

*The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Occasionally, work is performed in emergency and stressful situations and the employee may be exposed to hearing alarms and hazards associated with crime and other emergency incidents, including smoke, noxious odors, fumes, chemical, liquid chemicals, solvents and oils. During these emergency situations, the employee works in outside weather conditions, including temperature extremes during the day and night.

The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxins or chemicals. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

May work shifts, holidays, weekends and on-call as needed.

Incumbent is occasionally required to work outside normal work hours in the performance of duties.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have*

*been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

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Employee Signature Date