

**DAWSON COUNTY SHERIFF'S OFFICE
POSITION DESCRIPTION**

TITLE:	DEPUTY SHERIFF	FLSA:	NON-EXEMPT
DIVISION:	UNIFORM PATROL	UPDATED:	7/2019
REPORTS TO:	SERGEANT		

POSITION SUMMARY

Under the supervision by the shift supervisor, this position is responsible for protecting life and property within Dawson County; enforcing traffic regulation, state laws and County ordinances; responding to emergency situations, citizen requests for assistance, and alarms; and conducting investigations in response to reported or discovered criminal activity. This position requires independent judgment and discretion in difficult or unusual situations, and involves personal danger and psychological stress. A person in this position does not supervise other employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following. Other duties, delegated tasks, responsibilities, or directives that are not illegal, immoral, or unethical may be assigned.

Performs patrol techniques and enforces traffic laws to include patrolling the county; and monitoring and managing traffic patterns while enforcing traffic and parking laws.

Responds to calls for assistance which may include disturbance calls, alarms, accidents, complaints of crimes, and emergency situations; conducts and documents field interviews; contacts C.I.C. or other agencies when appropriate; and prepares incident reports, summaries, citations, and all job-related paperwork in a timely manner.

Secures crime scenes properly and protects crime scenes when called upon; assists with processing the crime scenes when required.

Conducts independent investigations, interviews, and follow-up actions or assists investigators to establish probable cause and reasonable suspicion following all applicable laws, policies, and procedures.

Conducts lawful searches and seizures and properly documents and collects evidence.

Testifies in court to include the preparation for testifying and being available when required; notifying supervisor and prosecutor when subpoenaed; and communicating the results of investigative actions during judicial proceedings.

Attempts and executes criminal and civil processes in accordance with policy.

QUALIFICATION REQUIREMENTS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability, as well as competencies required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities

Knowledge of or ability to learn the legal aspects of interviews and interrogations meeting the judicial circuit's prosecutorial requirements.

Knowledge of or ability to learn to establish probable cause to conduct searches, seizures, and make arrests in compliance with state law and D.C.S.O. policy.

Knowledge of or ability to learn general law enforcement practices; federal, state, and local criminal, traffic, and juvenile laws and legal procedures; and the rules, regulations, policies, and procedures of the Sheriff's Office and to apply such knowledge to specific situations.

Ability to communicate effectively and coherently over law enforcement radio channels displaying knowledge of 10-codes, signals, codes, phonetic alphabet, interaction with 911, etc.

Knowledge of or ability to learn the county geography, roads, landmarks, etc. and knowledge of or ability to learn how to request needed information from 911 and CAD system.

Ability to learn the operation and maintenance of assigned patrol vehicle and equipment.

Skill in the use of firearms, restraining devices, baton, intoximeter, and other agency issued equipment and the ability to qualify annually with firearms.

Ability to appropriately respond to a variety of complex interpersonal matters and to take appropriate action based on facts and circumstances of the situation. In addition, the incumbent must be able to react quickly and calmly under emergency and/or life-threatening conditions; exercise independent judgment; mentally recall conversations, observations, and impressions; and to make accurate descriptive observations of objects, events, and human behaviors in terms of physical characteristics.

Knowledge and ability to work with computers to include database software, spreadsheet software, word processing software and specified law enforcement computer programs; ability to troubleshoot and repair equipment problems.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of supervisors, employees, other county departments and the general public.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Speaks clearly and persuasively in positive or negative situations in the English language; listens and gets clarification; responds well to questions; participates in meetings.

Writes clearly and informatively in the English language; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Balances team and individual responsibilities; exhibits objectively and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds agency values.

Follows policies and procedures; completes administrative tasks correctly and on time; supports agency's goals and values; supports affirmative action and respects diversity.

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Education and Experience

High school education or equivalent.

Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.

Any combination of education and training that is dictated by the agency's standard operating procedures.

Certificates, Licenses, and Registrations

Basic certification as a Georgia peace officer.

Valid Georgia driver's license and satisfactory driver's history.

Completion of yearly twenty (20) hours of P.O.S.T. approved training.

OTHER REQUIREMENTS

Twenty-one years of age.

Citizen of the United States or qualified to work in the United States.

No felony convictions.

BLOOD AND VIRAL PATHOGEN RISKS

Minimal Risk

Foreseeable Risk

PHYSICAL DEMANDS Physical demands described here 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.

The employee is regularly required to talk and hear.

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting 150 or more pounds infrequently, 50 pounds of force occasionally, 20 pounds of force frequently, and 10 pounds constantly.

Specific vision abilities required are far, near, peripheral, and color vision. Far visual acuity is required to determine whether an individual is holding a threatening versus non-threatening object, able to distinguish details and differences when observing people, places, or things in law enforcement work, and the ability to read street signs and safely operate an agency or patrol vehicle. Near visual acuity is required to prepare and review a variety of records and reports on paper, computer, and other electronic devices and to view photographs. Peripheral vision requirements are those needed to see movement of object(s)/person(s) while focused on an object(s)/person(s) towards the front of the visual field. Basic color discrimination is required to identify colors of persons, places or things in law enforcement work. The employee must be able to meet the above vision requirements in several environmental conditions to include, but are not limited to, bright light, dimly lit rooms, under buildings, and outside (night and day) in rain, fog, sleet, snow, etc.

Must be physically capable of using security equipment (such as firearms, handcuffs, two-way radios, and locking devices) and life safety equipment (such as fire extinguishers and emergency air packs).

Must be physically capable of driving a patrol vehicle and operating the equipment within the vehicle to include in-car audio/video recorder, lights, sirens, etc.

Physical ability to administer C.P.R.

ENVIRONMENTAL CONDITIONS Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works primarily in a patrol vehicle while patrolling and responding to calls inside the County.

The employee is required to work outside and may be exposed to inclement weather conditions, chemicals, oils, and fumes, and may be subjected to mechanical parts and electrical currents.

Employee may be required to drive at or above posted speed limits through areas of varying population densities and traffic congestion and in inclement weather.

Noise level in the work environment varies, and the employee may be exposed to high level noises including, but not limited to, yelling/shouting and gunfire.

Employee may be exposed to the hazard of physical attack, injury, communicable diseases and chemical agents.

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.

I acknowledge receipt of this job description.

Employee Name

Employee Signature

Date