

JOB DESCRIPTION

Date Updated

2/10/2015

Position Title

Patrol/Contract Deputy

Department

Sheriff

Supervisor

Sheriff

EEO

7720

Regular (X)

Temporary ()

Full-time (X)

Part-time ()

Exempt ()

Non-exempt (X)

Number of hours per week

As required

Work hours

As required

Shift

As required

Purpose

To enforce state laws and municipal ordinances; enforcement of municipal ordinances is largely dependent upon the existence of a municipal court. Serve and protect persons and protect property.

Essential Functions

1. Patrol assigned areas by vehicle, foot or other means.
 2. Enforce criminal and traffic laws and respond to calls for assistance, rendering assistance and aid to the public and other agencies and officers as directed or requested.
 3. Investigate crimes, accidents and other incidents, securing crime scenes and evidence and interviewing victims, witnesses and suspects.
 4. Transport prisoners and mental health cases (per court orders or emergency committals), locate persons, serve civil and criminal process and execute arrest warrants.
 5. Participate in training programs and exercises to maintain proficiency in assigned functions.
 6. Take reports of juvenile runaways, locate same.
 7. Attend meetings and briefings.
 8. Provide public relations as assigned.
 9. Aid in the execution of search warrants and perform other special duties as assigned.
 10. Keep vehicles service/maintenance records and arrange for vehicle service and maintenance.
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Marginal Functions

Knowledge, Skills, and Abilities Required

1. Persons in this position must be able to deal with novel situations with good judgment.
 2. Communicate effectively in both the written and spoken word (English).
 3. Exercise good judgment in interpreting the law and department policy, often under stressful conditions and in dangerous situations.
 4. May be called upon to respond to situations with physical and possibly deadly force.
 5. Exhibit skill in the operation of motor vehicles.
 6. Persons in this position may be called upon to operate electronic devices for screening or measuring breath alcohol as well as vehicle speeds and if operating such devices must be trained/certified to do so.
 7. A patrol deputy will spend the majority of working time operating an assigned motor vehicle unless assigned to do other duties by the supervisor.
 8. May be required to run distances in pursuit of suspects, jump over or across obstacles, climb fences or walls, bend, stoop, crawl or stretch, lift, push or pull heavy objects, sit in a vehicle or stand for long periods of time.
 9. Excellent overall health, vision and hearing are essential.
 10. Must become proficient in use of records management (LERMS) and criminal and traffic software (TRACS).
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Education and Experience Required

1. A high school diploma or equivalent is required for this position as well as the North Dakota P.O.S.T. Board

approved training course for peace officer licensing by the Board. *P.O.S.T. Board will be increasing hours for training in near future.

2. Additionally, each officer must obtain a minimum of 60 hours of training during each three year period to maintain standing as a licensed peace officer in North Dakota.
3. Proficiency with firearms must meet department standards of 80%.

Working Conditions and Physical Demands

The patrol deputy may be exposed to all the elements. Exposure to hazardous chemicals is a possibility in the event of chemical spills as a result of traffic accidents or other incidents. The deputy may be required to work beyond assigned shift hours and for extended periods in some cases without rest or relief under highly stressful and sometimes dangerous conditions. The job site may at times be highly inaccessible due to the unpredictability of the job requirements. Is required to pass a police officer physical exam. On a regular basis is required to carry, turn, reach, finger, grasp, sit, speak, see and hear. Frequently required to stoop, handle, and walk. Occasionally required to climb, kneel, crouch, twist, and stand. In rare situations is required to lift, push, pull, crawl, and run. On a regular basis is required to drive/operate a squad car; operate Doppler radar and car and portable radios. Occasionally required to use handcuffs; operate a PC. In rare situations is required to use a side arm, shotgun, rifle, automatic weapon, Taser electronic control devise or OC spray. Overall, the fundamental job duties require physical exertion which is most characterized by: medium work, or exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force on a regular basis to lift, carry, push, pull, or otherwise move objects, including the human body.

Other Assignments

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

I have reviewed and determined that this job description accurately reflects the position.

Supervisor/Department Head

Date

Chairperson,
Board of County Commissioners

Date

Employee

Date