

JOB DESCRIPTION

Date Updated
03/15/2022

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 assigned on 28-day schedule.

Work hours
Maximum of 160 hours per
28-day work schedule.

Shift
As required.

Purpose

To enforce state criminal and traffic laws and municipal ordinances (enforcement of municipal ordinances is largely dependent upon the existence of a municipal court). Will serve and protect persons and protect property. Perform duties as required by the Sheriff or his/her designee.

Essential Functions

1. Patrol assigned areas by vehicle, foot or other means.
 2. 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 vehicle service and maintenance records for assigned patrol unit and arrange for service and maintenance as needed.
 11. If assigned a K9 partner, in the role of K-9 handler, must be trained and certified to meet current recognized national standards while being responsible for the health and welfare of the canine ensuring that canine receives proper nutrition, grooming, training, medical care, affection and acceptable living conditions in the home of the handler.
 12. Governed by rules and regulations of the Sheriff's Department and subject to disciplinary action under the same.
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Marginal Functions

None.

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. Ability to respond to situations with physical and possibly deadly force.
5. Exhibit skill in the operation of motor vehicles.

6. Operate electronic devices for screening or measuring breath alcohol as well as vehicle speeds and 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).

Education and Experience Required

1. Requires a high school diploma or equivalent as well as completion of the North Dakota P.O.S.T. Board approved training course for peace officer licensing by the Board.
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, feel, touch, 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.

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