

Patrol Deputy Sheriff

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or Office.

Definition

Under general supervision, is responsible for the efficient performance of his duties in conformance with the rules, regulations, policies and procedure. The duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of this county and enforcement of state and applicable federal statutes.

Examples of Important and Essential Duties

Exercise authority consistent with the obligations imposed by his oath of office and be accountable to his superior officers, promptly obeying legitimate orders.

Coordinate his efforts with other patrol and detention deputies of the agency so that their teamwork may ensure continuity of purpose and maximum achievement of law enforcement objectives.

Cooperate with other agencies in matters under investigation.

Communicate to his supervisor and to other co-workers all information he may obtain which is pertinent to the achievement of law enforcement objectives.

Respond punctually to all of his assignments.

Assist in maintaining the general security of the sheriff's Office and county offices; stop penetrations and escapes; pursue fleeing inmates; perform rescue and other security related duties which may involve quickly entering or exiting secured or unsecured areas, lifting or dragging heavy objects, climbing through openings, jumping over obstacles, crawling through confined areas, running distances to provide assistance, using bodily force to gain entry into areas requiring assistance, continuous foot patrol, climbing stairs, performing dangerous duties without assistance and/or in hazardous conditions.

Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings, indoor and outdoor areas which may involve feeling or detecting objects, walking, kneeling, bending or stooping for long periods of time.

Acquire and record information concerning events that have taken place since his last tour of duty.

Record his activity during his tour of duty in the manner prescribed by his supervisor. Complete all required reports on crimes, vehicle crashes and other incidents requiring law enforcement attention.

Transport or escort inmates (hostile, aggressive, passive, etc.) using handcuffs and other approved restraints in accordance to policy and procedure; stand for long periods of time when necessary to provide security or for safety reasons.

Maintain weapons, equipment, and uniforms in a functional, presentable condition.

Assist citizens requesting service courteously and explain proper procedures to them as needed.

Assist local fire and EMS agencies in the performance of their duties.

Be alert to the development of conditions tending to cause crime, take preventable action to correct such conditions, and inform supervisors as warranted.

Conduct a thorough investigation of all offenses and incidents within his area of assignment and scope of activity.

Collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.

Patrol the county for the general purposes of crime prevention and law enforcement.

Possess manual dexterity and sufficient digits to manipulate keys, keyboards and buttons, manually operate heavy doors, count and collect inventory items, qualify with a firearm in accordance with policy and procedure for use under conditions of stress that justify the use of deadly force.

Read computer and camera screens, be able to understand and utilize records management computer software program in all of its aspects.

Load, unload, aim, and fire from a variety of body positions, firearms utilized and prescribed for by Office policy and procedure.

Participate in periodic on and off-site training activities.

Conduct and/or participate in employee orientation, training and communications; conduct pre-services and on-the-job training; review policy memoranda; attend staff meetings.

Respond to situations brought to his attention while in the course of routine patrol or assigned by dispatch.

Render basic first aid to ill or injured persons.

Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to person or agencies where they can obtain further assistance.

Preserve the peace at public gatherings, neighborhood disputes and family disturbances.

Serve and/or deliver warrants, summons, subpoenas and other official court papers promptly and accurately.

Confer with court prosecutors and testify in court.

Ensure that assigned motor vehicle is well maintained and that it is kept clean on both the inside and outside. Inspect the vehicle at the beginning of shift for any defects or missing equipment. Immediately make a written report of all defects and damages sustained to the vehicle to his supervisor and to the administrative lieutenant and complete all forms and reports required by current procedures.

Be accountable for the securing, receiving and proper transporting of all evidence coming into his custody.

Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within his patrol area.

Notify his supervisor if any of the following occur:

The immediate supervisor must be notified as well as any other responding officers if the following incidents occur. If anyone other than the immediate supervisor needs to be called, the supervisor shall so advise. In the total absence of an immediate supervisor, the deputy handling the call can instruct the dispatcher to contact the next person in charge.

- * Burglary
- * Armed Robbery
- * Kidnapping
- * Murder
- * Sniper and/or hostage situation
- * Barricaded subjects
- * Person with gun
- * Officer down/officer needs assistance/officer responding to shots fired
- * Suicides, gunshot wounds, vehicular fatalities, crash with serious injuries.
- * Crashes involving patrol vehicles or officers
- * NCIC Hit
- * Natural disasters/catastrophes
- * Plane crash
- * Bus crash
- * Explosive or volatile substance accidents
- * Bomb threats
- * Missing children
- * Complaints against the officer, an officer or the agency

Other Job Related Duties

Prepare investigative and other reports or documentation, including sketches as necessary using appropriate grammar, symbols and mathematical computations including filing, alphabetizing and labeling.

Safely operate a motor vehicle for long periods of time, day and night, in environmental conditions such as fog, snow, ice, rain, smoke and/or high winds. Operate a motor vehicle in congested traffic conditions.

Gather information in criminal or disciplinary investigations by interviewing, obtaining statements of victims, witnesses, suspects and confidential informants; exercise independent judgment as to when probable cause is present for a disciplinary or criminal complaint.

Endure verbal and mental abuse when confronted with hostile views or opinions of the public, inmates and other persons in an antagonistic environment.

Process photographs and be able to take legible sets of inked or digital fingerprints and/or palm prints.

Arrange for professional service for citizens needing professional care in the areas of emergency medical care, health care, mental health, religious and legal counseling and suicide prevention.

Inventory supplies and equipment.

Assist in preparing and updating the Office policy and procedure manual at the direction of a supervisor.

Perform related duties and other responsibilities as assigned.

Job Related and Essential Qualifications

Knowledge of:

Pertinent Federal, State and local laws, codes, ordinances and resolutions.

Principles, methods and techniques of investigation including surveillance and gathering, preservation and presentation of evidence.

Laws of arrest, search and seizure.

Modern office practices, methods and computer equipment.

Principles and procedures of record keeping and reporting.

Procedures, methods and techniques of First Aid and CPR.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computers.

Operate a patrol vehicle safely.

Operate and care for firearms safely.

Ability to:

Apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations including those situations that would be considered life and death. Evaluate alternative courses of action and select the most acceptable alternative; make sound decisions in a timely manner; size up a situation quickly and take appropriate actions.

Recognize conditions or circumstances that indicate something might be wrong, unusual or out-of-the-ordinary.

Comprehend new information and apply that which has been learned on the job.

Write clearly and concisely; use acceptable grammar, punctuation and spelling; write reports that are organized, complete, accurate and factual.

Be sensitive to the feeling of others and resolve problems in ways that do not arouse antagonism, interact and deal effectively with people from varying social and cultural backgrounds; be courteous and respectful; calm emotional people and attempt to resolve conflicts through persuasion rather than force; listen with empathy; project self-confidence and trust.

Assert self when necessary to exert control over others; confront people who are behaving in a suspicious or unacceptable manner.

Maintain composure and perform effectively in stressful situations; refrain from overreacting when subjected to physical or verbal abuse; exercise restraint and use the

minimum amount of force necessary to handle a given situation; manage conflict effectively.

Adapt to changes in working conditions (e.g., changes in assignment, shift changes and different types of incidents either incidentally or continuously, etc.)

Proceed on assignments without waiting to be told what to do; make an effort to improve skills and keep informed of new developments in field; exert the effort needed to make sure the job is done right...the first time; be consistently productive.

Be reliable, thorough, punctual and accurate; assume responsibility for share of the workload; work with minimal supervision.

Follow orders, rules and regulations; show a history of compliance with municipal, state and federal laws and statutes.

Accept advice and constructive criticism; demonstrate acceptance of responsibility for own mistakes, learn from past mistakes.

Analyze problems, develop options and develop pro-active plans within the Office and in partnership with the community.

Effectively communicate with people by giving directions or information, mediating disputes and advising rights and processes to obtain a law enforcement objective.

Prepare and maintain accurate and factual records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public and other governmental or public service agencies.

Work independently in the absence of supervision.

Understand and follow written or verbal instructions.

Maintain a high degree of personal and professional honesty and integrity.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations or needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of the tour of duty.

Experience and Training Guidelines

No prior law enforcement experience is necessary.

Must be 21 years of age.

High School Diploma or it's equivalent.

License or Certificate

Valid Wyoming Drivers License

Possession of or ability to obtain Wyoming Peace Officer Certificate

Special Requirements (Disclaimer Possible Hazard)

Ability to stand, sit, walk, kneel, crouch, stoop, squat, crawl, twist, climb and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration and confined work spaces; exposure to chemicals, biological materials, radiological materials, explosive materials, nuclear materials; mechanical hazards and electrical hazards; ability to travel to different sites; availability for shift work, on-call and stand-by.

Must meet age, physical, background and job related standards as established by the State of Wyoming and the Sublette County Sheriff's Office to ensure the safety of Office personnel and the general public.