

POSITION: *DEPUTY SHERIFF ASSIGNED TO PATROL*

CLASSIFICATION:	<i>DEPUTY SHERIFF</i>
SYSTEM:	<i>CIVIL SERVICE</i>
STATUS:	<i>COMMISSIONED</i>
UNION STATUS:	<i>AFSCME LOCAL 1619-D</i>

NATURE OF WORK

Employees in this job description are responsible for the protection of life and property in Clallam County through the enforcement of laws and ordinances. Employees are responsible to assist the general public in disasters, emergencies and other matters of a non-criminal nature.

Employees rotate shift hours with varying days off, and are expected to be able to perform the functions and duties of all shifts in all required areas of law enforcement, with back-up only to the extent available.

Employees work independently under the general supervision of a supervisor and are expected to handle a variety of potentially hostile and dangerous situations in a calm, competent manner. Daily job duties are performed according to Washington State law and Department Policies and Procedures. Employees are required to exercise discretion and judgment and to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper courses of action. Unusual problems and situations are referred to a supervisor. Work is reviewed by the supervisor through observation and evaluation of demonstrated ability to handle a variety of work situations.

Employees are required to use only that amount of force which is reasonably necessary to effect arrests, to protect persons or property, in accordance with State law and Department Policies and Procedures.

Employees are sworn to act in behalf of the Sheriff and carry firearms in the performance of their duties. Qualification with firearms per Department policy, successful completion of basic police academy, and demonstrated proficiency in job skills in the successful completion of the FTO program and probation is required for continued employment.

Special assignment positions which are a part of this classification include Detective, Traffic Deputy, K-9 Deputy, Boating Deputy, and DARE Deputy. Employees may be required to perform the duties of any of these special assignments as detailed in corresponding position descriptions.

GENERAL DUTIES

1. Patrol unincorporated areas of the County to prevent and discover criminal activity.
2. Respond to calls for service and take appropriate action.
3. Conducts investigations by detecting the offense; securing the scene; identifying involved persons; conducting interviews of witnesses, complainants, and suspects; photographing, diagramming and collecting evidence; obtaining search and arrest warrants.
4. Accurately records information gathered for record keeping and reports investigation of crime on report or other prescribed forms.
5. Enforces traffic laws.

6. Apprehends, controls and arrests persons, including those who are violent and/or emotional.
7. Conducts follow up investigations, collect and preserve evidence, and prepares for and testifies accurately in court and administrative proceedings.
8. Develops and maintain sources of information.
9. Serves civil and processes including warrants of arrest.
10. Assists other agencies in emergency situations and as directed.
11. Accurately completes wide variety of records-keeping forms.
12. Periodic administration of breathalyzer examinations.
13. Investigates and documents criminal acts and allegations originating and/or committed in the jail.
14. Performs other duties as assigned and directed by a supervisor.
15. Conforms conduct and all actions taken with federal and State law, County ordinances, and Department Policies and Procedures.
16. Use and maintain Department equipment and supplies; use and maintain personal equipment and supplies.
17. Participate in public education programs and activities, and in community problem solving projects.
18. Mediate civil disputes and defuses domestic disturbances.
19. Assist disabled persons; assists motorists; provides information and direction.

SUPERVISORY CONTROL

Employees in this job description are directly responsible to the supervisor to which they are assigned for routine matters. Employees assigned to patrol or investigation will obey directives and/or orders of all Sergeants and field supervisors.

SELECTION CRITERIA

1. Ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action.
2. Ability to cope with stress situations firmly, tactfully, and with respect to individual rights.
3. Ability to read and understand laws, ordinances, rules and regulations.
4. Ability to observe and remember details.
5. Ability to communicate clearly, verbally and in writing with proper grammar, syntax, punctuation, vocabulary and spelling.

6. Ability to maintain effective relations with fellow employees and with citizens from varied racial, ethnic and economic backgrounds.
7. Ability to develop and retain skill in the use and care of a variety of firearms and equipment.
8. Ability to understand and carry out oral and written instructions.
9. Ability to learn to drive emergency vehicles successfully and with concern for the safety of occupants and the general public.
10. Physical strength and agility sufficient to perform the work of the classification.
11. Ability to develop confidential sources of information.
12. Ability to manage numerous on-going investigations.
13. Ability to keep abreast of current criminal activity.
14. Submit to and pass a thorough physical examination prior to employment.
15. Submit to and pass psychological and/or polygraph testing prior to employment.

ESSENTIAL JOB TASKS

The following are job functions which are essential to the position of Deputy Sheriff. Any employee occupying this position must be capable of performing each of these tasks without accommodations.

1. Environmental Factors and Physical Demands

Employees in this classification must be able to work in a variety of environmental conditions. Work includes both indoor and outdoor conditions in both light and dark conditions.

Duties require the following abilities on various types of surfaces (mountainous terrain, water, ice, flat, and dry) in various weather conditions (rain, snow, ice, and other slippery conditions): running, jumping, sitting or standing for extended periods, maintaining balance, climbing stairs, ladders and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, twisting.

Requires a sense of touch, finger dexterity, gripping with fingers and hands, lifting and carrying 50-100 lbs.

Ability to drag and/or physically subdue a person.

Ability to work alone and in remote locations under noisy conditions.

Must have acute hearing for protection of self, other officers, and the public. Must be able to delineate with accuracy the direction of sounds; must be able to hear sounds coming from all directions.

May require the wearing of rubber or plastic gloves.

Subject to shift rotations, call-back status.

2. Powers of Arrest and Control

- A. Use proper force.
 - B. Conduct full search of arrested persons.
 - C. Conduct frisk or pat down.
 - D. Advise persons of constitutional rights.
 - E. Arrest persons with a warrant.
 - F. Arrest or detain persons without a warrant.
 - G. Restrain, control and handcuff suspects or prisoners.
 - H. Seize contraband, weapons and stolen property from suspects.
 - I. Execute arrest warrants.
 - J. Request verification of warrants before execution.
 - K. Inspect patrol vehicle for weapons and contraband (e.g., before and after prisoner transport).
3. Emergency Vehicle Operation
- A. Engage in high speed pursuit driving in congested area.
 - B. Engage in high speed response driving in congested area.
 - C. Engage in high speed response driving off road.
 - D. Engage in high speed pursuit driving on open road.
 - E. Engage in high speed response driving on open road.
 - F. Operate police vehicle on ice covered road.
 - G. Operate police vehicle on snow covered road.
 - H. Operate emergency equipment.
 - I. Operate radio.
4. Emergency Assistance
- A. Take mentally deranged persons into custody for their own protection.
 - B. Administer cardio-pulmonary resuscitation (CPR).
 - C. Administer mouth-to-mouth resuscitation.
 - D. Apply basic first aid to control bleeding.
 - E. Apply basic first aid to unresponsive/unconscious person.

- F. Apply basic first aid to treat for heart attack.
 - G. Talk with persons attempting to commit suicide to get them to delay or stop their attempt.
 - H. Use protective gear to prevent contact with infectious diseases.
 - I. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
 - J. Vehicular Assault.
 - K. Family Disturbance.
5. Special Operations
- A. Participate in raids and searches.
 - B. Search for a person in a darkened building or environment.

RECRUITMENT CRITERIA

This is an entry level position in the Operations Career Track.

1. High School graduate or GED; AA/AS or accredited* state university undergraduate unit equivalency preferred.
2. Washington State Drivers' License at time of employment and driving record acceptable to the County's Risk Manager and insurance carrier.
3. Minimum 21 years of age at time of employment.
4. Successfully pass all testing and examinations which measure ability to perform essential job functions. These tests may include but are not limited to physical agility, written, oral, skill, polygraph, psychological, medical, and background examination.
5. No Felony convictions or convictions for misdemeanors involving moral turpitude.
6. Eligibility to possess a firearm and pistol under Washington State and Federal statutes.

The following are requirements for a lateral entry.

1. High School graduate or GED; AA/AS or accredited* state university undergraduate unit equivalency preferred.
2. Non probationary employee currently working as a paid commissioned officer for a municipal, county or state law enforcement agency and having a minimum of 24 consecutive months as full-time, paid commissioned officer assigned to patrol or investigate duties. Qualifying time is calculated from the date of graduation from the Washington State Criminal Justice Training Center (WSCJTC) Basic Law Enforcement Academy or other state-certified police academy. Applicant must be certified as a Washington State peace officer through current certification or attend and successfully complete WSCJTC equivalency academy for certification within six months of hire.
2. Minimum 21 years of age at time of employment.

3. Washington State Drivers' License at time of employment and driving record acceptable to the County's Risk Manager and insurance carrier.
4. Successfully pass all testing and examinations which measure ability to perform essential job functions. These tests may include but are not limited to physical agility, written, oral, skill, polygraph, psychological, medical, and background examination.
5. No Felony convictions or convictions for misdemeanors involving moral turpitude.
6. Eligibility to possess a firearm and pistol under Washington State and Federal statutes.

The statements contained herein reflect typical details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Individuals must be able to perform the essential functions of the job in all areas of Clallam County in the absence of a supervisor and without assistance, or until assistance is able to respond to the location.

*Postsecondary Educational Institutions and Programs Accredited by Accrediting Agencies and State Approval Agencies Recognized by the U.S. Secretary of Education