

**GUNNISON COUNTY, COLORADO
POSITION DESCRIPTION**

POSITION TITLE: Patrol Deputy (Deputy Sheriff I) Full time and Part time
DEPARTMENT: Sheriff
DIVISION: Patrol
FLSA STATUS: Non-Exempt
FORMAT CHANGE: January 26, 2012
CONTENT CHANGE: January 26, 2012

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the performance of sheriff patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the direct supervision of a Patrol Sergeant and the general supervision of the Lieutenant, Undersheriff and Sheriff. At times, while assisting in the Jail, you will be working under the direct supervision of the Detention Sergeants and the General Supervision of the Captain.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works a rotating, uniformed shift in the performance of security patrols, traffic control, investigation, and first aid at accidents, detention investigation and arrest of persons involved in crimes or misconduct, serves civil process papers, transports prisoners, responds to county fires, executes warrants including search and arrest, assists other agencies, make extraditions as requested, assist in search and rescue operations, serves all writs and orders of the courts.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal laws, State laws, and County ordinances.

Patrols County roads, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interviews and Interrogates; suspects, witnesses, victims and drivers. Preserves evidence, Arrests violators, investigates and renders assistance at scene of vehicular accidents. Coordinates ambulances, fire and other law enforcement vehicles. Takes measurements and draws diagrams of scene, conducts follow-up investigations of crimes committed during assigned shifts, develops leads and tips, searches crime scenes, analyzes and evaluates evidence, and arrests offenders, prepares cases for prosecution, and testifies in court proceedings.

Prepares a variety of reports such as; officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

Participates in investigating criminal law violations occurring within the County limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other County departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the County Attorney, Court Administrator, and District Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

Performs Court Room Security as needed.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other County officials in the performance of police operating activities.

Serves as a member of various employee committees.

Assists with Jail duties at times.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Must have the ability to communicate effectively, in English, orally and in writing.

Must be able to read the English language.

Must complete the State Basic Training Academy or equivalent.

Necessary Knowledge, Skills and Abilities:

Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Some skill in operating the tools and equipment listed below.

Ability to learn the applicable laws, ordinances, and department rules and regulations.

Ability to perform job duties requiring good physical condition.

Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to follow verbal and written instructions.

Ability to learn the County's geography.

Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

Must be 21 years or older at the time of employment.

Must be of good moral character and of temperate and industrious habits.

Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.

No felony convictions and/or serious misdemeanor, disqualifying criminal histories.

Ability to meet Department's physical standards.

Basic Law Enforcement Training (or Police Officer Standards and Training) certification or equivalent.

Ability to obtain a certification for CPR/First Aid.

Ability to maintain Department proficiency standards in the use of firearms, including any tactical or equipment assigned.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, TASER, handcuffs, breathalyzer, pager, first aid equipment, snow mobiles, ATVs.

PHYSICAL DEMANDS

The 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell. Hike long or short distances, carry a weighted pack, fly in aircraft, ride a horse and be able to function at high altitude.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

COGNITIVE DEMANDS

English Language Comprehension

Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.

Information Ordering

Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Memory

Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations and events.

Attention

Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions, ignoring irrelevant information.

Deductive Reasoning

Requires the ability to apply general rules to specific situations to produce results that make sense.

Problem Solving

Requires the ability to tell when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working.

Mathematical Reasoning

Requires the ability to choose the right mathematical methods or formulas to solve a problem.

Active Learning

Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.

Time Management

Requires employee to manage his/her own time and the time of others effectively so that tasks get done in an efficient manner and deadlines are met.

Cooperation

Requires being dependable, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem solving, adaptable to change (positive or negative), honesty, and being pleasant to others.

Social Perceptiveness

Requires being aware of others' reactions, and understanding why they react as they do.

Monitoring

Requires assessing the performance of yourself, other individuals, and/or the organization to make improvements or take corrective action.

WORK ENVIRONMENT

The 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.

Work is performed in circumstances involving hazards such as crimes, accidents, fires, and disturbances, which may be threatening to life or cause bodily harm. Extremely stressful environment during peak activity periods demanding full attention and coordination of numerous tasks simultaneously required. Will work schedules requiring work on rotating shifts, weekends and holidays.

The noise level in the work environment is usually moderate.

ELEMENTS OF CONTACT

Personal contact with individual inmates and/or arrestees occurs on a daily basis. This position requires physical contact or touching, controlling sitting by, riding with and body searching of individuals. Hand-to-hand exchange of documents, money, personal property, evidence, clothing and other items may be required daily. Face-to-face verbal communication between the member and the same individual(s) is required on a constant basis. This position may require immediate response to violent disturbances and criminal or medical emergencies where blood, body fluids or other medical hazards may be present. The member may or may not have time to take precautionary and protective measures.

SELECTION GUIDELINES

- Formal Application.
- Rating of education and experience.
- Written test.
- Oral interview and reference check.
- Psychological examination.
- Other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT**

I _____ acknowledge that I have received a copy of the current job description for the position of Deputy Sheriff I with Gunnison County. I understand the job description does not constitute an employment agreement between Gunnison County and myself and is subject to change by Gunnison County in its sole discretion.

Signature