

# FRANKLIN COUNTY SHERIFF'S DEPUTY

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## FRANKLIN COUNTY SHERIFFS OFFICE JOB DESCRIPTION

March-2020

**TITLE:** Sheriff Deputy

**DEPARTMENT:** Sheriff's Office

**REPORTS TO:** Sheriff's Sergeant

**SALARY GRADE:** Collective Bargaining Position

### **SUMMARY:**

Provides emergency aid, security and protection to the citizens of Franklin County by patrolling residential and commercial property, responding to requests for information and assistance, investigating criminal activity, serving of Civil papers and arrest warrants, and enforcing laws and regulations.

### **DISTINGUISHING FEATURES:**

Positions in the Deputy Sheriff classification are distinguished by the responsibility for providing emergency aid, security and protection to the citizens of the County.

**EXAMPLES OF JOB DUTIES:** *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

- Patrols an assigned area to aid in preventing crime and to enforce federal, state, and local laws and regulations. Responds to a wide variety of calls and complaints including burglaries, homicides, accidents, and other misdemeanors and felonies.
- Observes, reports, and acts on conditions conducive to crime and danger such as checking buildings for security, reporting hazards and damaged, missing or inoperative public facilities (i.e. street lights, traffic lights, traffic signs, guardrails, building access, etc.) and checking suspicious persons and vehicles.
- Enforces traffic laws and motor vehicle operating regulations; operates radar unit; administers field sobriety and Breathalyzer tests; stops and issues warnings or violations to traffic violators; reports traffic hazards, and directs traffic flow when necessary.
- Responds to radio calls, determines nature of call, and investigates the circumstances. Performs necessary action such as making arrests and transporting prisoners.
- Provides assistance to the public in emergency and non-emergency situations. Administers first aid and requests medical service. Provides general information

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to the public on laws and ordinances. Assists individuals with complaints and inquiries or makes referrals to the appropriate authority or agency.

- Prepares a variety of records and reports regarding property impounded, accidents, offenses, and damage to property. Prepares and maintains activity logs and other related or similar types of information as a personal reference record of incidents and details.
- Performs investigative assignments; assesses crime scene upon arrival; conducts interviews of victims, witnesses, and suspects; photographs crime scene; collects and documents evidence; may search, arrest, read rights to and maintain control of suspects; conducts further investigation as instructed.
- Participates in crime and drug prevention efforts by giving lectures and maintaining a high degree of visibility; prepares material for and presents police-related classes or informational sessions to other employees, school classes, scouts or other civic organizations to encourage public support for department programs.
- Appears in court and testifies as necessary.
- Performs service of civil papers and arrest warrants and assists the Chief Civil Deputy on certain writs.
- Maintains proficiency in the use of police related equipment.
- May assist in the training and/ or work direction of new and less experienced officers.
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### **WORKING CONDITIONS:**

Work is performed both in an office setting and in the field patrolling designated areas in patrol car. Physical effort may be required to move or restrain individuals or lift equipment in excess of 50 lbs. Physical hazard is present from traffic accidents, unruly citizens and potentially hostile crime suspects.

### **PHYSICAL REQUIREMENTS:**

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

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## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the techniques and principles used in law enforcement and crime prevention.
- Working knowledge of federal, state, and local laws, regulations and ordinances as they pertain to law enforcement duties and responsibilities.
- Working knowledge of and ability to interpret and apply existing County and departmental ordinances, rules, regulations, and procedures.
- Skill in the use and care of firearms, motor vehicles, and other police equipment.
- Ability to independently analyze situations and adopt an effective course of action, particularly under psychologically and emotionally stressful conditions.
- Ability to administer first aid.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to write clear and accurate reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to physically handle persons resisting arrest which may involve running, tackling, fist fights and wrestling.
- Ability to hold self in readiness at all times to answer calls, accept authority, obey orders of superiors and accept a strict personal and organizational code of conduct and ethics.

## **EDUCATION AND EXPERIENCE:**

- 21 years of age
- High school Diploma, or G.E.D.
- Ability to successfully pass background, polygraph, and medical

## **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

- Certified (or eligible to be certified), as a Peace Officer by the Washington State Training Commission, within six months of employment.
- Must successfully complete all background, polygraph, medical, and psychological requirement.
- Must be 21 years of age or older
- Must have valid Washington State driver's license with no restrictions