

Deputy Sheriff Job Description

Name	
Hire Date	
Date In Current Position	
Review Month	
Department	Sheriff's office
Reports to	Chief Deputy Sheriff
Position Number	
Warren County Pay Grade	Competitive Wages
FLSA Status	Non-Exempt
Supervises Others	No
Document Control Responsibility	Human Resources
Approved by	Sheriff

Position Summary

I. Deputy:

A Deputy Sheriff works under general supervision, performs responsible law enforcement duties in the protection of life/property through crime prevention/enforcement of laws and ordinances. Deputies work in diverse areas such as patrol, traffic control, criminal/accident investigations, narcotics, civil process, and execution of warrants, courthouse security, transportation / extradition, and community relations. As deputies gain experience/training they become eligible for specialty assignments including MINE, driving instructor, civil, hostage rescue/negotiation, criminal/accident investigation, narcotics, field/jail training officer, firearms instructor, etc..

A Deputy's duties range from periods of physical inactivity to situations requiring extreme physical exertion/exposure to danger. Employees must be able to act without immediate supervision and exercise independent judgement in meeting emergencies.

II. Duties and Responsibilities:

Patrol/Field Operations:

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- A. Patrol an assigned area in a radio-equipped vehicle to maintain public peace, to prevent/detect the commission of crimes, to observe/ report/investigate violations of laws/ordinances, and to protect life/property.
- B. Respond to calls/complaints including domestic/neighborhood disputes, assault, robberies, disorderly conduct, vandalism, fire, emergencies, animal control and various incidents involving
- C. misdemeanors/ felonies; provide advice/assistance to citizens on criminal/civil processes; facilitates/mediates resolution of disputes; provide counseling/referral to community services.
- D. Enforce traffic laws/issue citations; administer sobriety tests; provide assistance to motorists; control/direct traffic; conduct vehicle searches
- E. Act as first responder at scene of accidents/crimes; secure scene, provide emergency first aide/CPR; provide death notification to family members.
- F. Conduct preliminary investigations; interview witnesses/victims to obtain statements; collect, photograph/mark evidence; reconstruct the accident/crime scene by preparing detailed sketches/diagrams; take measurements; prepare detailed reports; may conduct follow up investigations.
- G. Apprehend/arrest individuals involved in the commission of a crime; execute warrants/court orders; transport offenders to jail; enforce court orders for mental commitments/evaluations
- H. Initiate the filing of charges against suspected criminals; file probable causes, complaint forms, and criminal histories to the County Attorney's office; attend court proceedings/appears at hearings to assist/provide testimony regarding arrests/investigations.
- I. Participate on internal/external committees/task forces as assigned; conduct physical surveillance of suspected criminal activity; provide courthouse security.
- J. Write detailed/accurate reports to document activities including pre-preliminary complaints, supplemental/follow-up investigations, accident/incident reports, and daily activity logs
- K. Perform other duties as assigned.

Civil:

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- A. Serve legal papers such as protective orders, subpoenas, summons/petitions, garnishments, orders to appear, citations, eviction notices, and other court processes to citizens within Warren County.
- B. Execution of Writs, conduct Sheriff Sales, and Levy's
- C. Repossess, seize, and transport property/persons as ordered by the Court.
- D. Attend ISSDA Civil School
- E. Respond to calls for service to include traffic offenses when time permits or requested by a Supervisor
- F. Perform other duties as assigned by Sheriff or Chief Deputy.

Community Relations:

- A. Serve as liaison between the Sheriff's Office and the community in an effort to present, coordinate, and increase awareness of various community programs.
- B. Make public presentations on crime prevention, safety, emergency preparedness, and personal/property protection to schools/community groups; provides training on domestic violence/protective orders to citizen groups.
- C. Perform other duties as assigned.

Education, Skills and Experience

- Graduation from high school or GED
- Completion of the Iowa Law Enforcement Academy
- Knowledge of the Iowa Criminal Code
- Knowledge of Iowa Civil Code in relation to serving of civil papers
- Effective investigatory techniques, obtaining and preservation of physical evidence, interrogation, rights of accused
- Perform assigned tasks effectively and efficiently with due regard to the rights of suspect, accused, etc...
- Excellent interpersonal and communication skills with other employees/departments/offices within Warren County
- Must be a positive representative of Sheriff's office and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County

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Physical Demands and Work Environment:

The physical demands and work environment characteristics 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.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

Work environment: The noise level in the work environment minimal.

General sign-off: *The employee is expected to adhere to the values as established by Warren County Sheriff's Office and represent Warren County in a positive, professional manner.*

I have read and understand this job description.

I can perform the duties of this position with or without reasonable accommodations.

(Circle one)

Signature: _____ **Date:** _____