

	<div>WARREN COUNTY SHERIFF'S OFFICE</div> <div>Joe Carico, Sheriff Indianola, Iowa</div> <div>PATROL DIVISION GENERAL ORDER</div>	NUMBER	PAGES	EFFECTIVE
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ORGANIZATION AND ADMINISTRATION				
Deputy Sheriff				

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, ect.

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:

- 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 misdemeanors/ felonies; provide advice/assistance to citizens on criminal/civil processes; facilitates/mediates resolution of disputes; provide counseling/referral to community services.
- C. Enforce traffic laws/issue citations; administer sobriety tests; provide assistance to motorists; control/direct traffic; conduct vehicle searches
- D. Act as first responder at scene of accidents/crimes; secure scene, provide emergency first aide/CPR; provide death notification to family members.x
- E. 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.

- F. 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
- G. 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.
- H. Participate on internal/external committees/task-forces as assigned; conduct physical surveillance of suspected criminal activity; provide courthouse security.
- I. Write detailed/accurate reports to document activities including pre-preliminary complaints, supplemental/follow-up investigations, accident/incident reports, and daily activity logs
- J. Perform other duties as assigned.

Civil :

- 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.