



Office of the Summit County Sheriff

POSITION: Patrol Deputy
OFFICE: Sheriff's Office
FLSA STATUS: Non-Exempt
PAY SCALE: PS60
EFFECTIVE DATE: November 11, 2016

NATURE OF WORK:

Under the general supervision of a Sergeant, or designee, performs general law enforcement work of average difficulty and responsibility in the preservation and protection of life and property, the prevention of crime, the maintenance of good public order, the enforcement of civil and criminal law, and other related duties as required by direction or assignment. Deputies provide care, custody, movement and control of inmates; and/or provide security to courts; and/or respond to major emergencies. The duties and responsibilities in this position include the pursuit, apprehension and arrest of law violators and suspected violators. All assignments involve responsibility for recognizing the social importance of the law enforcement function, and for conscientious and effective performance of duties without immediate supervision. Incumbent exercises judgment and individual initiative in the performance of routine duties and in emergency situations. Duties are generally performed on an assigned shift, but the deputy may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best fill the efficient and effective operations of the Sheriff's Office. Duties may be required to be performed in uniformed or plain clothes. Work is reviewed through personal observation, inspections and by discussion and review of daily reports for adherence to prescribed methods and procedures.

This position is subject to exemptions of the Summit County Government Human Resources Guidelines and Procedures as stated in Guideline A-1.

ESSENTIAL JOB FUNCTIONS/DUTIES:

The incumbent in this position must be able to successfully perform the following essential job functions and duties:

- Develops and maintains knowledge of Summit County Sheriff's Office Policies and Procedures and the Summit County Human Resources Guidelines and Procedures;
- Participates in required training; and drives a vehicle to perform one or more essential functions.
- Patrols areas of Summit County to preserve public order and tranquility, and to prevent and/or discover the commission of crimes against persons, property or the State of Colorado; provides law enforcement services and the statutory obligations of the Sheriff's Office;
- Enforces Summit County ordinances, the Colorado Revised Statutes, and Federal statutes as authorized.

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- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, disruptive behavior and emergency situations; takes charge of situations and takes whatever legal or persuasive actions are warranted;
- Makes arrests, issues summons and complaints and/or warnings and testifies in the prosecution of law violators; conducts preliminary and/or detailed investigations of the commission of crime or law violations; and may be called to testify in civil proceedings.
- Protects the crime scene, gathers and preserves evidence and/or witnesses, takes and records statements, directs and coordinates activities on scene until relieved by a superior or designee; assists detectives with investigations;
- Transports prisoners to jail, prepares incident and case reports and investigative information for court; prepares arrest and search warrants as directed and completes other documentation as required or directed.
- Serves warrants, court orders, civil papers and other legal processes; locates and arrests persons wanted on warrants or court orders;
- Enforces the traffic laws and arrests or issues summons and complaints to traffic law violators; reports unsafe road conditions; directs the flow of traffic when required; investigates traffic accidents;
- Participates in search and rescue missions, responds to reports of wildfire;
- Participates in work involving juveniles, making preliminary and/or detailed investigation and follow-up , referring such cases as needed to the Office of the District Attorney;
- Assists in the training of personnel;
- Participates in Sheriff's Office recruitment and community relations activities as directed.
- As directed, processes inmates admitted to and discharged or transferred from the Detention facility, provide courtroom security, supervise the security and conduct of inmates; supervises inmate work details, transports inmates and assists medical personnel in providing care to inmates.
- Deputies may be selected for assignments that may entail duties collateral to, and in addition to, routine duties, to include but not limited to: canine handler, field training officer, school resource officer, SWAT member, instructor, or drug recognition expert.

This position is subject to exemptions of the Summit County Government Human Resources Guidelines and Procedures as stated in Guideline A-1.

Knowledge, Skills and Abilities:

- *Knowledge of:* Basic computer hardware and software applications; relevant Federal, State laws and County ordinances, Sheriff's Office Policies and Procedures, Summit County Human Resources Guidelines and Procedures; the application of modern law enforcement principles and practices; the importance of law enforcement work, the geography of Summit County; methods and techniques of dealing with individuals in custody; criminal attitudes and behavior patterns; court procedures used in criminal and civil court; crime scene investigation; self defense tactics and safe use of law enforcement equipment, radio communications and mobile dispatch console; first aid methods and techniques; and modern office processes and procedures.
- *Ability to:* Understand and carry out oral and written instructions, read and understand legal documents; to react quickly and calmly in emergency situations, cope with stressful situations and perform calmly under stressful conditions; make quick, effective, responsible and reasonable decisions in emergencies and take appropriate action; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; exercise a high degree of tact, courtesy and sound judgment in relationships with citizens and public officials; endure verbal and mental abuse when confronted with the hostile views and opinions of others;

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organize and prioritize work; work with others as a team; to prepare clear, accurate, concise and objective written and oral reports; to enforce the law with firmness, tact and impartiality and to deal with a diverse population courteously; to recognize and understand the emotional and physical reactions of both victims and perpetrators of crime; to physically subdue, restrain and apprehend law violators; to operate and utilize law enforcement equipment, to operate firearms, to operate a motor vehicle; to meet requirements of periodic in-service training in all high liability areas; to render assistance to victims; to adhere to, at all times, the standards and principles of honesty and integrity; ability to perform all functions of the job without posing a direct threat to the health and safety of other individuals.

- **Skills:** In calmly and systematically eliciting critical information from individuals whom may be injured and/or highly emotional; in the safe and proper utilization of law enforcement equipment; in firearms sufficient to operate authorized firearms from a standing, crouching, kneeling or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sight under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading; in the operation of a motor vehicle in a safe and efficient manner in a law enforcement environment.

Materials and Equipment Directly Used: Include personal computers; calculators; digital and other copy machines; mail machines; computer printers and typewriters. Personal computer software includes New World Records Management System, Outlook, Word, Excel, PowerPoint, CCIC/NCIC, internet and intranet and others as required. Law enforcement equipment, firearms and motor vehicles.

Physical Demands and Work Environment

The physical demands and work environment 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 job function. Request for reasonable accommodation(s) must be made to the Summit County Sheriff's Office.

Working Environment/Physical Demands: Primary functions require sufficient physical ability to work in an office setting, work outdoors, work from and in a vehicle, remote locations, residences, buildings, hotels, and other locations outside of the Office. Frequent sitting, standing, walking, bending while maintaining equilibrium; occasional running; climb, climb a ladder, balance, kneel, crouch or crawl; twisting, and stooping; reaching above shoulder height; smell; upward and downward flexion of the neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard controls, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; moderate grasping to manipulate books and manuals; side-to-side turning of neck; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs. from below the waist to above the shoulders and transporting distances of up to 50 feet. Employee occasionally must exert force in excess of 100 pounds, and frequently required to exert in excess of 50 pounds of force. Physically capable of apprehending suspects, subduing combatants, defending others and one's self in accordance with law, policy, and training.

Vision: See in the normal vision range, close vision and distance vision with or without correction; color vision, depth perception, peripheral vision, and ability to adjust focus; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

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The work environment may be indoors or outdoors with extreme temperatures in urban or mountain environments depending on assignment. The work may be performed in a hostile environment. The work may be performed in adversarial situations. The work may be required in hazardous environments. The work may be performed in physically confined spaces for extended periods.

The noise level in the work environment may be moderately loud, depending on locations; at times the noise level may be loud, with frequent interruptions and multiple demands. The employee may be exposed to hazardous situations, which may involve physically violent or mentally or emotionally disturbed persons. The employee may be subjected to fumes, odors, dusts, gases, poor ventilation, chemicals, blood and other bodily fluids, inadequate lighting and work space restrictions. The employee may be required to work outside normal business hours of Monday through Friday 8:00 a.m. to 5:00 p.m. Work environment is professional, both team and autonomy oriented, having variable tasks and variable pace and pressure.

EDUCATION, EXPERIENCE, AND FORMAL TRAINING:

A high school diploma or equivalent is required.

LICENSES OR CERTIFICATES:

- Valid Colorado Driver's license or the ability to obtain one as required by law and maintain that license for the duration of employment, Colorado POST certified, provisional certification or currently enrolled in a POST approved academy as well as first aid/CPR certificate. Candidates with provisional certification must be able to become POST certified within six months of hiring as stated by Colorado POST. Candidates who are currently enrolled in a POST approved academy may be made a conditional offer of employment and must be POST certified prior to being appointed as a peace officer as stated by Colorado POST.

This job description is not intended to be an exclusive list of all duties, responsibilities, skills or qualifications associated with the job. Nothing in this job description restricts Summit County Sheriff's Office ability to assign, reassign or eliminate duties and responsibilities of the job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the Summit County Sheriff's Office current assignment of essential functions. Those functions may change at any time as the needs of the Summit County Sheriff's Office change or for other reasons deemed appropriate by the Summit County Sheriff's Office.

It is the policy of Summit County Sheriff's Office not to discriminate on the basis of race, sex, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or expression, marital status, veteran status or any other protected basis is unlawful under federal and state law.

- **This job description does not constitute an employment agreement.**

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