



Title: Job Description		Number: 1.1.21.1 - A			
Unit Issuing: Human Resources	Approved by: HR Manager	Date Issued: 01/13/21	Revised / Reviewed: 02/07/2023	Version #: 1.1	Page: 1 of 3

Last Updated: 02/07/23

Position Description

Position Title:	Deputy Sheriff	Department:	Patrol
FLSA Status:	Non- Exempt	Job Code:	-
Reports To:	Patrol - Sergeant	Starting Salary:	\$46,433.09

Job Summary

Under general supervision, performs a wide variety of duties involved the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

Principal Accountabilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Patrol designated areas of the County in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protect real and personal property by providing security checks of residential, business, and public premises; maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.
- Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigate complaints and takes appropriate action, which may include the use of deadly or nondeadly force; use sound judgment under adverse, stressful conditions.
- Conduct investigations at scenes of incidents to which summoned or incidents observed; determine what, if any, crime has been committed; identify, collect, preserve, process, and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.
- Work in partnership with the District Attorney’s Office to obtain and file criminal complaints on arrested subjects.
- Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under federal, state, and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations.
- Serve as liaison and public relations officer to the public; establish and preserve good relationships with the general public; answer questions from the public concerning local and state laws, procedures, and activities of the department; make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the County for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
- Participate in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.



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- Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintain and calibrate specialized equipment including preliminary alcohol screening devices.
- Initiate and complete reports, legal documents, and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
- Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours.
- Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; provide security at any county functions.
- Enforce parking regulations; issue citations; tow vehicles that are in violation of codes.
- Sign off on citations and Vehicle Identification Number (VIN) verification.
- Participate in special assignments including Special Weapons and Tactics (SWAT), Hostage Negotiation Team (HNT), Equestrian Unit, Canine Unit, and related assignments; provide guidance and training to Explorers.
- When assigned as a Field Training Officer, train new recruits and lateral police officers; document trainee progress and prepare evaluations; serve as acting field supervisor as assigned.
- When assigned as School Resource Officer, serve as law enforcement officer, law related counselor, and law related instructor at assigned school; create a positive role model for students; serve as liaison between students and law enforcement; investigate crimes that occur within the school and on school property; provide information and assistance to school staff and administration, parents, and students regarding law enforcement and community problems; make group presentations; attend committee meetings; maintain program statistics and reports.
- When assigned to traffic, patrol assigned areas on a police vehicle; perform a full range of traffic enforcement duties; observe, monitor, and control routine and unusual traffic conditions; assist and advise motorist; use radar to detect speed; issue citations and warnings; investigate traffic accidents.
- Perform related duties as required.

Supervisory Responsibilities

- There are no supervisory responsibilities in this position.

Qualifications


- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge & Skills

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before groups of citizens and/or employees of this organization.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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Experience & Education

- Prefer minimum one (1) year experience in Corrections, Law Enforcement, or other related experience.
- High school diploma or general education degree (GED).
- Possess a valid Valid Missouri Motor Vehicle Operator's License.
- Must successfully complete all components of the Deputy Sheriff's Testing Process.
- CERTIFICATES, LICENSES AND REGISTRATIONS - Valid Missouri Motor Vehicle Operator's License; birth certificate (minimum age of 21 years), Missouri P.O.S.T. Class A certification or out of state equivalent or the ability to obtain Missouri P.O.S.T. Class A certification by Missouri P.O.S.T. guidelines. Maintain qualifications in accordance with Lincoln County Sheriff's Office policy and Missouri P.O.S.T. guidelines.

Physical Requirements/Working Environment

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl or run. Must have the ability to lift and drag a minimum of 100 pounds. Deputy is required to wear a duty rig which weighs on average between 20-25 pounds and is preferred to wear a bullet proof vest weighing on average 5 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually loud.

Travel

Travel requirements will vary with the assignment.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.