

**Lincoln County
Position Description**

Position Title: Deputy Sheriff

Department: Sheriff's Office

Pay Grade: Union scale

FLSA: Non-Exempt

Date: April 2016

Reports To: Patrol Lieutenant

Purpose of Position

Persons in this classification protect life and property, attend upon the courts and enforce Federal and State laws and county laws and ordinances. The work is performed under the direction of the Patrol Lieutenant and general supervision of the Lincoln County Sheriff and Chief Deputy.

General Duties

A person in this position enforces all Federal, State and local laws regarding criminal and traffic incidents and is responsible for the initial investigation and management of crime scenes. This position involves considerable public contact with citizens and involves an element of personal danger. This is a sworn law enforcement position with full arrest powers. Work is performed in accordance with prescribed regulations and is reviewed by a supervisor through conferences, reports and performance reviews.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Respond to citizen's requests for assistance.
- Investigate criminal activity and civil complaints.
- Take into custody and provide services to individuals.
- Guard and care for prisoners.
- Restrain aggressive persons to include applying handcuffs and other restraints without assistance from others.
- Engage in physical altercations with or without equipment or weapons and have sufficient skills/training to overcome and subdue suspects.
- Observe for illegal or abnormal activities while on patrol.
- Enforce traffic laws, state statutes and county ordinances.
- Write reports, citations, documentation and diagrams.
- Operate motor vehicles and other equipment including weapons during hours of work.
- Work overtime hours when deemed necessary.
- Processes crime scene and gather evidence.
- Conduct surveillance.
- Conduct searches.
- Serve a variety of criminal and civil process documents.
- Prepare various reports and forms for each complaint investigated.
- Develop informants.

- Serve arrest warrants and search warrants and transports detainees when necessary.
- Transport prisoners to prison and court or other necessary locations.
- Respond to emergencies and assists other patrol deputies and other agencies.
- Locate and interviews victims, witnesses, informants or suspects. Obtain written statements.
- Obtain information from public/subpoenaed records, law enforcement data bases and other law enforcement agencies.
- Prepare cases for trial and provide court room testimony as required.
- Maintain current knowledge of criminal investigation methods, law enforcement principles and practices, rules of evidence and local criminal patterns and activities.
- Provide assistance at major crimes, serious accidents, and other events which occur during the shift.
- Perform specific patrol duties when assigned by the Patrol Lieutenant or ranking officer.
- Respond to calls for assistance.
- Investigate motor vehicle crashes including ATV and snowmobile.
- Conduct search and rescue operations.
- Cooperate with other county, city, state and federal authorities in investigations and apprehension of criminals.
- Render aid or assistance to the public when necessary.
- Perform emergency first aid and basic life support functions
- Assist in maintaining agency ethics.
- Perform additional duties as assigned.
- Ability to type, file and deliver written reports.
- Sort, file and photocopy printed materials
- Follow oral and written instructions in performing the duties of the position.
- Perform building security checks.

Non-Essential Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

- Routine maintenance of agency vehicles and equipment.
- Court Security
 1. Provide security to court operations as needed.
 2. Transport and maintain control of prisoners and others in custody of the courts or Sheriff's Office to other facilities or back in a safe and secure manner.
 3. Prepare and review appropriate and necessary reports and documentation concerning arrests, citation paperwork, dispositions and other administrative activities concerning Sheriff's Office arrests or other agency's arrests, if so directed.

Accountabilities

- Ensure the proper, legal and efficient investigation of assigned criminal cases.
- Provide accurate, concise, and timely reports to the Patrol Lieutenant.

Training and Experience Required to Perform Essential Job Functions and Qualifications

- Minimum of two (2) years Associate Degree from an accredited Technical College or sixty (60) credits from a college or university in Police Science, Criminal Justice, or related field.
- High School diploma or equivalent
- Must be 21 years of age and a United States citizen.
- Must be certified by Wisconsin Training and Standards Board.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Have no convictions at any time or at any place of a felony unless the judgment or conviction has been reversed or a complete pardon has been granted. No convictions of a misdemeanor or other offense of which the circumstances substantially relate to the position.
- Must not be prohibited from possession a firearm by state or federal laws.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. 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; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move in excess of one hundred (100) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Ability to ambulate between offices, court, and other facilities.
- Ability to run after fleeing suspects and jump or climb over objects.
- Ability to lift, carry or drag a human being.
- Ability to physically take a suspect into custody, including physical control of resistive and aggressive persons.
- Ability to use the force necessary to protect the safety of yourself and the safety of others.
- Intermittent movement from sitting, standing, walking, stooping, lifting, twisting, stretching, etc.
- Hearing within normal range, specifically, no more than a correctible 20 decibel hearing loss in either ear at 1000, 2000, 3000 and 4000 hertz.
- Manual dexterity to use agency firearms, control devices, electronic equipment and computer equipment.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Minimum uncorrected vision of 10/200 in each eye. Vision must be correctable to 20/20. Weak eye corrected vision can be 20/30, with binocular vision of 20/20.

Computer and Office Equipment Skills

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, internet, specific software applications, etc.
- Ability to operate police equipment including motor vehicle, firearms, restraining devices, electronic control devices (ECDs), radio and other communication equipment, surveillance equipment, evidence collection kits, camera equipment, tape measure, first aid equipment, etc.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others, including that ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as police reports, criminal histories, driving records, social services reports, medical records, probation and parole reports, legal documents, financial statements, business records, telephone records, insurance reports/records, victim/witness statements, arrest reports, warrants, suspect statements, photographs, teletype messages, activity logs, intelligence reports, technical operating manuals, evidence manuals, maps, computer software operating manuals, rules of evidence, state statutes, ordinances, procedures, guidelines, directives and non-routine correspondences.
- Ability to communicate orally and in writing with crime victim/witnesses, suspects, informants, agency personnel, other law enforcement agencies, medical care providers, attorneys, Judges, crime victims/witnesses, suspects, jail inmates, probation and parole personnel, social service personnel, and the general public.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in emergency and critical situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively under varying conditions including potentially hazardous situations, uncomfortable conditions where exposure to environmental factors such as toxic agents, irate individuals, intimidation, violence, traffic hazards, disease and/or dust can cause discomfort and where there is a risk of injury.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Ability to interact positively with public and others.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The Deputy Sheriff may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Deputy Sheriff

Date

Sheriff

Date