

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Deputy Sheriff

SALARY GRADE: 5 **DEPARTMENT:** Sheriff **DIVISION:** Public Safety

SHERIFF DIVISION: Field Operations **SHERIFF SECTION:** Patrol

EXEMPT/NON-EXEMPT: Non-exempt **REVISED:** September 23, 2014

GENERAL STATEMENT OF DUTIES:

Perform skilled work to provide law enforcement duties as peace officers and deputy sheriffs, and representing the Sheriff of Morgan County per Colorado State Statutes, investigate criminal activity, patrol areas of the county searching for and/or deterring, criminal activity, and responding to calls for service in the unincorporated areas of Morgan County.

ESSENTIAL DUTIES:

The primary mission of a Deputy Sheriff is to:

Support, uphold and defend the Constitution of the United States of America and protect the Constitutional rights of others. Support, uphold and defend the Constitution and laws of the State of Colorado, and enforce laws of the State of Colorado and ordinances of Morgan County per statute and Office policy.

The secondary mission of a Deputy Sheriff is to provide law enforcement services to the citizens, residents, visitors or travelers within unincorporated Morgan County. Those duties shall include: Responding to a variety of calls for service which may or may not include, citizen requests for assistance or services provided by this office, criminal or suspicious activity, medical assistance, assist other agencies, non-criminal/civil issues regarding property, domestic, financial, personal or legal disputes, Conducting thorough, efficient and timely investigations into all criminal activity or reports, as well as non-criminal incidents a Deputy Sheriff has the duty by policy or procedure, good practice, or by delegation, direction or order, to investigate,

Assisting the Deputy Sheriffs of the Jail Operations in their daily operations when so directed or appropriate,

Seeking out persons who are violating the law by committing criminal acts and making arrests and/or issuing lawful summons as appropriate,

Seeking out persons who are fugitives from justice and arrest them per lawful order,

Serving assigned civil process and court orders per state statutes and Office policy.

Conducting and documenting Vehicle Identification Number verifications.

Responding to medical emergency, accident, fire or search and rescue incidents and assists other public safety response agencies; provides emergency medical care to the sick and injured; assists fire departments in management of prairie, wildland or other fires or hazardous material; assists with traffic and crowd control

Assisting other deputies/investigators as directed or requested; assists police departments, state patrol or other law enforcement agencies when directed or appropriate.

Assists in crime/incident scene security, and/or evidence search, collection and/or documentation

Assisting citizens and the general public in times of need, so as to help maintain a safe environment for county residents and visitors in public places, streets and highways, and their places of business, work, worship, recreation, properties and homes,

Capturing and confining when necessary, stray, sick, injured and nuisance animals, including domestic animals, wildlife, and livestock; investigates cases of cruelty to animals; issues warning notices and summonses and/or impounding animals, as necessary.

Responding and resolving complaints and disputes through referral, mediation and enforcement where necessary; assisting and advising the general public of laws and ordinances pertaining to care and confinement of animals;

Uses traps and other control devices to capture and subdue animals, as necessary; impounds animals and places them within the animal shelter; and responds to sick or injured animals, including evaluating and rendering first aid, transporting animal to shelter or veterinarians, and assisting with treatment or euthanasia, as necessary.

Investigates animal bite cases in cooperation with County and/or State health personnel; issues quarantines and ensures that confinement of such animals is proper and complete according to the law; maintains contact with owners of animals; and submit specimens for testing, as necessary.

Patrols the County, observes for criminal violations and/or suspicious activity and take action as appropriate.

Utilizes computerized data entry equipment and various word processing, database and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

Prepares and accurately completes a variety of reports, including civil service, VIN verification, evidence/property sheets, animal bite, witness statement, vehicle impound, offense/incident reports, and supplemental reports; maintains daily activity reports, as required; prepares and issues summons and complaint forms and written warnings; appears and testifies in court.

Any other duties as may be assigned by the Sheriff or his designee.

ESSENTIAL JOB FUNCTIONS:

Complete knowledge and understanding of the department policies and procedures.

Must be very familiar with Morgan County geography, including road and residential/business addressing system, and those counties directly adjacent to Morgan County, and their corresponding county roads.

Knowledge of human and animal behavior.

Ability to keep accurate records.

Keeps assigned vehicle, issued and assigned equipment and weapons functional, clean and properly maintained and reports any repair or maintenance needs to his/her immediate supervisor.

Properly briefs personnel of current situations, including calls pending.

SUPERVISION RECEIVED:

Reports directly to Division Sergeant

CHAIN of COMMAND:

1. Patrol sergeant
2. Field Operations Division commander
3. Undersheriff
4. Sheriff

ESSENTIAL JOB SKILLS:

As part of the duty of a Deputy Sheriff, they shall always fully and accurately disclose the truth and abide by all laws of the State of Colorado and those of any city, county or state that they may be in.

The following are essential in performing the daily duties as a deputy sheriff;

Ability to remain calm and maintain discipline and good decision-making in the presence of disorder, high stress or life-threatening situations.

Ability to keep confidential that information which may be law enforcement sensitive,

Communicate clearly and concisely, both orally and in writing, in the English language, using proper punctuation, grammar, sentence structure and spelling,

Ability to complete a variety of law enforcement reports, affidavits, to include; legible penmanship, above average spelling, proper use of grammar, and sentence structure,

Proficiency in a variety of tools, equipment and devices relating to law enforcement operations, including evidence collection and processing,

Ability to practice effective community relations skills,

Ability to effectively communicate with and respond to people in crisis,

Safe and efficient operation of motor vehicles, including emergency response,

Use of portable and mobile digital-trunk radio systems,

Proficiency in computer skills, including data entry and searches within law enforcement records management system, internet navigation and Windows-based Word and Excel programs,

Firearms knowledge, skill and proficiency in handling and shooting,

Proficiency in defensive tactics and arrest control techniques, including search and handcuff techniques, less than lethal weapons, and impact weapons,

In addition, the following are skills and experience which can more optimize the effectiveness of a Deputy Sheriff in a rural area;

Prior experience as a Peace Officer, whether academy-certified or in a reserve-status serving in a rural area,
Experience in county jail operations, or in a correctional setting, in dealing with pre-sentence or sentenced prisoners,
Experience while serving in any type of emergency services in a rural area,
Formal education or training in psychology, abnormal psychology, crisis intervention/response,
Basic knowledge of wildland fire behavior, containment and suppression tactics and/or experience in wildland firefighting,
Basic knowledge of emergency medical care and human anatomy and/or prior experience and/or certification as an Emergency Medical Technician/First Responder,
Basic knowledge or understanding of livestock, domestic and farm animal behavior and knowledge,
Basic knowledge or understanding of farming, ranching and/or agricultural operations,
Ability to read, write and speak Spanish and/or the various dialects of Mexico, Central and Southern America.

QUALIFICATIONS:

Minimum of 21 years of age.

Possess a high school diploma or equivalent.

Possess a current Colorado Drivers License.

Possess a valid Basic Peace Officer certification from the Colorado Peace Officer's Standards and Training, OR have attained such certification

Must complete Emergency Management Institutes NIMS Courses within six (6) months of hire or appointment as dictated by sheriff's office policy

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

VISION (Constantly) – Individual must be able to read handwritten or printed material, and read from a variety of computer, radio or technological displays. Vision may be compromised by bright sunlight, low-light or darkness, bright flood/spot/emergency lighting, blowing particles, hazardous situations or materials and fatigue. Potential for injuries to eyes during time of physical assault, rescue, or emergency situations

HEARING (Constantly) – Individual must possess above average hearing ability and be able to still hear citizens, other responders, radio and phone communications, and calls for help, or alerts to threats or hazards, even when hearing conditions are less than optimal. The noise level in the work environment is usually moderate, however exposure to sirens, large motors or engines, power generation, rescue or other equipment can be expected without immediate access to proper hearing protection, and the individual must still be able to hear critical communications.

LIFTING (Frequently) – Must be able to lift, carry, push or pull a minimum of fifty (50) pounds. Lifting, carrying, pushing or pulling in emergency situations often occur in less than optimal conditions and may be compounded by extreme weather conditions, poor or irregular footing/ground conditions, hazardous environmental conditions (snow/ice, heat, wind, lightning or severe weather), physical danger (hazardous materials, fire, assaultive/homicidal/suicidal persons, dangerous animals), fatigue and physical stress.

MOBILITY (Constantly) – In public safety and emergency response, percentages vary greatly from day to day in the amount of time sitting, standing, walking and strenuous physical activity, which can include stooping, kneeling, balancing, reaching, crawling, lifting, crouching, lifting, pushing

DEXTERITY (Frequently) – *Frequent* use of eye, hand, and finger coordination enabling the use of radio and other communications devices, computer technology, emergency medical care, self-defense or restraint techniques, driving and use of various equipment, tools, instruments, controls or weapons.

COMMUNICATION (Constantly) – Individual must be able to clearly understand the English language and be understood while speaking the English language. Individual must be able to clearly enunciate and convey information to others as well as write legibly, concisely and accurately.

DRIVING (Frequently) – Individual must be able to operate a motor vehicle in normal traffic, driving and weather conditions, as well as during emergency vehicle operation or in pursuit of offenders or dangerous persons, and/or during times of heavy vehicular, pedestrian and animal traffic, along with darkness and extreme weather conditions.

PHYSICAL WELL-BEING (Occasionally to Frequently) – Individual will be subjected to various physical stressors such as environmental dangers, exposure to high-speed traffic, extreme weather, hazardous or toxic materials, blood-borne/communicable diseases, dangerous substances and materials, dangerous and unsafe rescue environments, vicious or dangerous animals. Individuals may be faced with the real or threatened acts of violence against others and/or the individual. Individual may be attacked and assaulted by others with fists, feet, blunt or sharp-edged instruments, vehicles or firearms. These exposures can lead to illness, disease or injury, which can be permanent, incapacitating, debilitating, or cause death.

EMOTIONAL WELL-BEING (Occasionally to Frequently) – Individuals working in the public safety/emergency response fields are exposed to various emotional and psychological stressors. Animals, adults and children who are ill and injured, abused and neglected, dead and dying are common events, along with unwanted or upsetting sensations, sights, sounds and smells, are inherent in this position and may bring about any number of emotional or physical symptoms.

***Occasionally: Activity exists less than 1/3 of the time, though certain shifts, time periods or events could increase in frequency.**

***Frequently: Activity exists between 1/3 and 2/3 of the time, though certain shifts, time periods or events could increase, or decrease, in frequency.**

***Constantly: Activity exists more than 2/3 of the time, though certain shifts, time periods or events could decrease in frequency.**

Employee Signature:

Date:

Human Resources Signature:

Date: