

**County of Humboldt Job Specification
DEPUTY SHERIFF I-II
Classification 0416**



DEFINITION

Under immediate or general supervision, performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and providing information and assistance to the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Deputy Sheriff I) to general (Deputy Sheriff II) supervision from assigned Sheriff's Sergeant or higher ranking sworn personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Deputy Sheriff I: This is the entry-level sworn classification in the Deputy Sheriff series. Initially under close supervision, incumbents learn and perform routine law enforcement duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Deputy Sheriff II: This is the journey-level sworn classification in the Deputy Sheriff series. Positions at this level are distinguished from the Deputy Sheriff I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Deputy Sheriff class series are flexibly staffed and positions at the II level are typically filled by advancement from the I level after the completion of field training and gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher-level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Patrols assigned areas to ensure the security of life and property, observes situations, and deters crime by providing high visibility.

- Responds to suspicious activities and answers calls for service.
- Enforces state and local laws and ordinances; issues verbal warnings and citations; pursues and apprehends suspects and requests assistance as required.
- Investigates juvenile and adult criminal activity and incidents as the assigned detective.
- Coordinates crime scene control and investigation, including interviews and interrogations, identification of witnesses, and overseeing the collection and preservation of physical evidence.
- Restores order, protects life and property, and maintains the peace at public gatherings and in conflict situations.
- Prepares and documents cases, completes reports and forms, and prepares and maintains other logs and records.
- Transports criminals to the courts, hospitals, and various other locations.
- Serves civil papers to County residents; researches and locates person to be served.
- Serves as a coordinator or team member in such special projects as drug enforcement, livestock investigations, and boating regulation enforcement.
- Provides traffic and crowd control as necessary; participates in special details and assignments, including K-9 and Search and Rescue; may serve as field training officer.
- Retrieves, identifies, and returns found property and/or evidence to owners.
- Provides emergency aid and assistance to incapacitated persons, and requests additional response.
- Provides information, directions, and other services and assistance to the public.
- Coordinates with and serves as back up to other local law enforcement agencies.
- Performs related duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

Knowledge of:

- Principles, practices, policies, procedures, and terminology used in law enforcement, crime prevention, and investigation.
- Basic functions of law enforcement agencies.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting Sheriff's Office operations.
- Rules of evidence pertaining to search and seizure and the identification, marking, preservation, and presentation of evidence.
- Modern procedures and methods employed in crime detection and investigation.
- Operation and maintenance of equipment used in law enforcement.
- Locations and characteristics of the various neighborhoods.
- Basic mathematical principles.

- Principles and procedures of recordkeeping.
- Techniques for dealing with people of all socio-economic level under hostile and emergency situations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Safely use and care for firearms and other issued agency equipment.
- Testify in court.
- Appraise situations and people accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Keep abreast of trends, technology, and requirements in law enforcement supervision and operations.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade

and

Deputy Sheriff I: Meets minimum requirements in accordance with the California Commission on Peace Officer Standards and Testing (POST).

Deputy Sheriff II: 12 months of sworn law enforcement experience at a level equivalent to Deputy Sheriff I. Possession of a POST Basic Certificate

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license prior to hire date per California DMV regulations.
- Must possess a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T) within twelve (12) months of appointment as a Deputy Sheriff I.
- Must possess and maintain firearms qualification.

PHYSICAL DEMANDS

- Mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards; to respond to emergency situations and apprehend suspects; to frequently walk, run, stand on uneven terrain, and climb and descend structures to access crime scenes and to identify problems or hazards; to frequently bend, stoop, kneel, reach, and climb to perform work; and to work in a secondary office or station environment, and use standard office equipment, including a computer.
- Strength and stamina to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.
- Vision and manual dexterity to operate vehicles including emergency response vehicles in all conditions, often at a high rate of speed in emergency situations; to maintain firearms qualification and to read printed materials and a computer screen.
- Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard.
- Hearing and speech to communicate in person, before groups, and over the telephone or radio.

ENVIRONMENTAL CONDITIONS

- The principal duties of this class are performed in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.
- Outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes.
- Also includes an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Must be willing to work during emergencies and on evenings, weekends, and holidays.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).