

County of Humboldt Job Specification
DEPUTY SHERIFF RECRUIT
Classification 0418



DEFINITION

Under immediate supervision, actively participates in the P.O.S.T. (Commission on Peace Officer Standards and Training) prescribed police academy training program; performs all related learning and testing activities; performs a variety of routine to complex field and administrative activities in support of police services and programs for the County Sheriff's Office; provides comprehensive non-sworn staff support to Sheriff's Office supervisory and management personnel on a wide variety of law enforcement programs, projects, and services; responds to public requests and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the trainee level class in the Deputy Sheriff series. Incumbents learn County systems, operations, practices, policies, and procedures. This is a non-sworn classification and upon successful completion of the P.O.S.T. approved academy, a Deputy Sheriff Recruit may be promoted to the Deputy Sheriff I classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Accompanies Deputy Sheriff on patrol of assigned areas and in response to suspicious activity and emergency calls for service; accompanies Deputy Sheriff in the enforcement of state and local laws and ordinances, issuance of verbal warnings and citations, and pursuit and apprehension of suspects.
- Assists with coordination of crime scene control and investigation, including conducting interviews and interrogations, identifying witnesses, and collecting and preserving physical evidence.
- Assists in the preparation and documentation of cases; completes, prepares, and maintains reports, logs, and records.
- Assists with traffic accident investigations; provides traffic and crowd control as necessary.
- Learns and applies knowledge of the County of Humboldt's Sheriff's Office organization, rules, and regulations.
- Learns principles and techniques of patrol procedures, community service, crime prevention, and public relations.
- Learns and applies knowledge of enforcement and procedural aspects of criminal law, arrest and control techniques, crowd control, and the enforcement of those laws.
- Learns principles and techniques of proper use and maintenance of firearms.

- Learns vehicle operation including the Vehicle Code.
- Learns basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and interviewing witnesses.
- Learns and practices physical fitness and defense techniques programs.
- Learns and practices first aid and cardiopulmonary resuscitation (CPR).
- Performs other 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.

Knowledge of:

- Basic functions, principles, and practices of law enforcement agencies.
- Basic principles of record keeping.
- 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 the work performed.

Ability to:

- Learn functions, principles, and practices of law enforcement agencies.
- Learn police terminology and law enforcement codes.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.
- 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 or GED.

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.

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