



JOB DESCRIPTION

JOB TITLE: Deputy Sheriff I

JOB CODE: 1840

DEPARTMENT: Sheriff

FLSA STATUS: Non-Exempt

REPORTS TO: Sergeant

SUMMARY OF JOB PURPOSE

Protects lives and property; preserves the peace for county residents through the patrolling of assigned areas, impartial enforcement of laws and ordinances, detaining and interviewing violators, apprehension of suspects, and response to assistance calls.

ESSENTIAL FUNCTIONS

1. Assists with the operation of the jail facilities, including court transportation, classification, booking, release, medical treatments, meals, exercise, personal hygiene, mental health, and supervision of inmates while incarcerated in the Douglas County jail.
2. Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks; maintains the integrity, professionalism, attitudes, values and goals of the Sheriff's Office by assuring that all rules and regulations are followed.
3. Identifies, attends and conducts training and educational programs and seminars; participates in and presents preventive education and information through community and school awareness projects; teaches and counsels residents on law enforcement activities, programs and referral resources.
4. Patrols and provides security for assigned areas, looking for illegal, hazardous, and suspicious activities and persons; provides back-up assistance to co-workers; provides scene security and protection for other emergency services personnel; operates patrol vehicles; maintains patrol vehicles and equipment in clean and effective operating order.
5. Enforces local, state and Federal laws, and enforces compliance with regulations and ordinances; maintains effective traffic enforcement via warnings, citations, and selective enforcement relative to traffic enforcement; conducts traffic stops and investigates traffic accidents; assists victims and witnesses, and investigates cause and consequences.
6. Responds to emergency and non-emergency calls for service; interrogates and communicates with victims, witnesses and suspects in cases; identifies and collects evidence; completes detailed reports and required paperwork; performs search and surveillance duties as required; performs follow-up investigations as required; may be assigned to special enforcement, intervention and investigative teams.
7. Arrests law violators; locates, pursues and arrests criminal suspects; transports and processes prisoners; testifies in court; serves arrest and search warrants; serves and enforces child and adult orders of protection.
8. May represent the Sheriff's Office at court hearings and testify in court cases; prepares reports and materials requested and subpoenaed by the courts.

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9. May be assigned to investigate death scenes in the County as Deputy Sheriff-Coroner; pronounces death, identifies deceased, and secures crime scene and property; investigates mechanisms and cause of death, photographs and examines scene, and writes narrative description of postmortem crime scene; locates and notifies next-of-kin.
10. May perform Court security and act as Bailiff, as assigned; may serve civil process, warrants, restraining orders and subpoenas; may perform background checks for civilian weapon permit applications.

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.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and successful completion of a criminal history check, background check, physical and psychological examination; must meet all Nevada NRS Section 289 standards for Peace Officers; must be at least 21 years of age at time of selection.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before the public or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of first aid and CPR, and geography, roads, and landmarks of Douglas County; knowledge of hazardous chemicals and materials, law enforcement computer systems, radio systems, telephone systems, evacuation plans, inmates rights, and other related departmental procedures beneficial.

Ability to safely operate and maintain a variety of firearms, impact weapons, and chemical agents; define problems, collect data, analyze information, and make logical conclusions based on facts; demonstrate effective interpersonal relationships; impartial enforcement of laws and ordinances.

Skills in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; interacting with people of different social, economic, and ethnic backgrounds; preparing clear, comprehensive, and accurate reports.

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CERTIFICATES, LICENSES, REGISTRATIONS

Category 3 Nevada Peace Officer Standards and Training certification (POST), and Driver's License, with an acceptable driving record, within one year of appointment.

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.

The employee is required to pass strict annual physical examination to meet requirements of the provisions of NRS 617.457 (the Heart Bill).

Must have static and trunk strength to use all the muscle force possible to lift, carry, push or pull very heavy objects (lift/carry a body or push a car); explosive strength to use short bursts of muscle force to propel one's self (subdue a suspect).

Must possess stamina and dynamic strength enough to exert oneself physically over a period of time without muscle fatigue or without getting winded (chasing a suspect).

Must have flexibility to bend, twist or reach out with the body, arms, or legs and mobility enough to move one's body from place to place (pursue and/or subdue a suspect).

Must possess arm-hand steadiness, manual dexterity and finger dexterity to the extent which arm-hand-finger movements can be carried out skillfully and quickly (operate a weapon safely and accurately).

Must possess hearing sufficient to understand conversation in quiet and noisy environments and hearing enough to distinguish among environmental sounds and to determine the location of sound (understanding radio transmissions, distinguish between car backfires and gun shots, determining location of persons in distress, etc.).

Ability to speak clearly and distinctly in English so that one is clearly understood (transmitting information over two-way radio, talking with victims, suspects, etc.).

Must be able to wear a bullet proof vest and handle all safety concerns of the department; and must be able to drive in a vehicle for extended periods of time.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; the employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; subject to physical harm such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports; must be able to work, in uniform, during weekdays, weekends, and holidays, on any assigned shift.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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