



<b>WORKING TITLE:</b> ENFORCEMENT DEPUTY	<b>CLASSIFICATION:</b> PATROL DEPUTY
<b>DEPARTMENT:</b> SHERIFF	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> T670 12	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> MARCH 2019

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

Serves and protects the public by enforcing local and state laws. Investigates crimes and complaints relating to criminal law enforcement in the County. Patrols county roads, residential, and business areas, and investigates traffic accidents. Transports arrested, sentenced, or detained individuals. Performs related work as required. May be required to work varied shifts including nights, weekends, and holidays in 8, 10, or 12-hour shifts.

**SUPERVISION RECEIVED:**

Works under the supervision of an enforcement supervisor who assigns and reviews work details for conformance to laws, policies, rules and regulations.

**SUPERVISION EXERCISED:**

Supervision of other employees is not typically a responsibility of this position.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Patrols County roads, highways, business and residential areas; enforces traffic and criminal laws; operates radar; checks property security; and investigates road and safety hazards.
- Conducts criminal and traffic investigations and interrogations; gathers evidence and obtains statements of law offenders and witnesses.
- Prepares reports and maintains records necessary for efficient investigations, crime prevention, prosecution, and office procedures.
- Makes arrests, books prisoners, transports prisoners and patients under custody to institutions and courts.
- Assists in serving civil papers (e.g., subpoenas, restraining orders, etc.).
- Informs the public and answers inquiries regarding laws, ordinances, rules, and regulations and promotes public relations in a highly visible role by participating in community events/public forums.
- Appears and testifies in court as required.

- Patrols rivers in patrol boat, enforcing water safety laws and regulations.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- State criminal and traffic laws and County ordinances.
- Laws governing arrest and search and seizure.
- The criminal justice system, including courtroom testimony.
- Police investigative techniques and procedures.
- Customer service techniques.
- Basic first aid.

#### **SKILL IN:**

- Strong decision-making and problem solving.
- Communicating effectively with individuals during difficult and often stressful situations.
- The use of firearms, less lethal tools, and restraining devices.
- Operating an automobile in various weather conditions and in high stress situations.

#### **ABILITY TO:**

- Speak and write effectively and clearly.
- Interact with fellow law enforcement officers and members of the general public in a fair and courteous manner.
- Utilize police equipment and investigative techniques properly.
- Conduct investigations including correctly collecting, evaluating, and analyzing facts and drawing appropriate conclusions.
- Maintain accurate records and complete reports in a timely manner.
- Understand and follow oral and written orders.
- Earn and/or maintain DPSST certification pursuant to OAR 259-008-0065.
- Earn and/or maintain required clearance/certification (e.g., LEADS, CJIS, etc.).
- Maintain trustworthiness through integrity, truthfulness, consistency, and honesty.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Must be at least 21 years of age by the date of hire. Must be a US citizen or have the ability to obtain citizenship within one (1) year of hire. A high school diploma or GED is required in addition to one (1) year of law enforcement experience as a uniformed police officer; or two years of college course work related to law enforcement. Any satisfactory equivalent combination of experience and/or training which provides the required knowledge, skills, and abilities to perform the work may be considered.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon. Will be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS

806.070.

Applicants must pass a physical agility test, medical exam, and psychological evaluation prior to appointment in order to meet the standards required under OAR 259-008-0010.

Will be subject to successful completion of a personal background check including, but not limited to, criminal, civil, driving, military, educational, and employment history pursuant to OAR 259-008-0015.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically performs shift-work with periodic change in shifts; working alone in isolated geographic areas in all types of weather and conditions, and often in confined spaces. The noise level in the work environment varies depending the situation. Work involves stress of working with detainees. The incumbent will likely encounter frequent interruptions throughout the work day.

The employee is regularly required to possess the strength and stamina to sit for long periods of time in a patrol vehicle and to enter and exit the vehicle quickly and frequently; and to possess the strength, stamina, coordination, and balance to stand and walk for long periods; to walk and run on uneven surfaces; to bend and reach to conduct inspections/investigations; to climb ladders, fences, and other obstacles; to run in pursuit of individuals; to physically restrain uncooperative and violent individuals, and to carry equipment and supplies.

Contact with the public in a variety of environments may risk exposure to persons under the influence of alcohol and/or drugs, emotional individuals, resistive/combatative persons, personally dangerous individuals and circumstances including dead, injured, and/or sick individuals, exposure to individuals with communicable diseases, and contact with wild and/or domestic animals.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*