

# Douglas County Sheriff's Office

## Job Description

**Position:** Deputy Sheriff

**Reports to:** Sergeants, commanders and Sheriff via chain of command

### Basic Job Summary

This is a fully commissioned Civil Service and Guild position. Deputy Sheriff's perform all aspects of law enforcement services throughout Douglas County and in neighboring jurisdictions pursuant to requests for mutual aid.

### Essential Duties

#### *Criminal Investigations*

- Respond to various types of incidents and determine what occurred.
- Secure crime scenes to preserve evidence.
- Identify and interview potential suspects and witnesses.
- Evaluate the crime scene to determine the amount of investigation and assistance required.
- Determine if probable cause exists to affect an arrest.
- Arrest criminal suspects and transport them to jail facilities.
- Prepare sketches of crime scenes, take photographs and record accurate notes.
- Locate, collect, secure, package and label evidence maintaining proper chain of custody.
- Prepare written reports to reflect an accurate representation of the investigation.
- Prepare search warrants, present them to a judge for signature, then properly serve and process the warrant and return of service.
- Review cases and perform follow up investigations if necessary.
- Coordinate with the Prosecuting Attorney and make recommendations for potential charges.
- Testify in court to the facts of the case.

### *Traffic Collision Investigations*

- Provide first aid to injured people in motor vehicle collisions.
- Evaluate and secure the collision scene.
- Assist in safeguarding the public from possible hazards resulting from a motor vehicle collision.
- Collect evidence at the scene of a motor vehicle collision.
- Sketch and photograph the collision scene.
- Obtain measurements of the collision scene.
- Determine traffic violations that contributed to the collision and issue NOI's or citations as appropriate.
- Render the scene safe and restore normal traffic flow.
- Complete detailed traffic collision reports on state approved forms.
- Perform traffic control.

### *Assistance to the Public*

- Check on welfare of individuals in distress.
- Dispatch injured wild animals when necessary.
- Notify citizens of any potential hazards throughout the community.
- Assist the public in contacting other agencies which could be of help to them.
- Deliver emergency notifications to citizens concerning death, injury or illness of significant others.
- Conduct house checks for persons out of the area.
- Educate the public concerning crime prevention methods.
- Perform aggressive patrol procedures within assigned areas of the county.
- Maintain a good working knowledge of the county.

### *Transporting Prisoners*

- Transport prisoners from other jurisdictions.
- Transport prisoners to support agencies such as a hospital or alcohol treatment center.
- Transport prisoners to and from court hearings and trials and maintain security during those proceedings.
- Maintain courtroom security during preliminary hearings and trials.
- Perform all transports in a manner which provides security and safety for the public, prisoner and deputy.
- Transport prisoners from other states by means of commercial transportation.

### *Enforce Traffic Laws and Ordinances*

- Perform traffic stops and Initiate contact with motor vehicle operators.
- Operate various types of speed measuring devices.
- Issue infraction notices and citations for violation of Washington State traffic laws and county ordinances.
- Arrest persons suspected of driving while intoxicated or other criminal traffic violations.
- Assist stranded motorists.
- Inspect motor vehicles to insure safe operation of vehicles upon the public roadways.
- Assist in the closure of roadways during inclement weather or hazardous situations.
- Evaluate traffic patterns to identify potential traffic problems.

### *Assistance to Other Agencies*

- Assist other law enforcement agencies with criminal investigations.
- Assist DSHS and CPS with investigations such as child abuse, neglect, etc.
- Assist other law enforcement agencies in locating suspects, witnesses, etc.

- Refer incidents which do not fall under our jurisdiction to appropriate agencies.
- Assist the Liquor Control Board in enforcement of liquor laws and reporting the violations to that agency.
- Assist the state fish and wildlife department by enforcing game laws and reporting violations.
- Assist other agencies such as Mental Health and the alcohol center in the transportation of clients.
- Serve arrest warrants and assist in the service of search warrants for other law enforcement agencies.
- Assist other law enforcement agencies with crowd control and traffic control.
- Assist other law enforcement agencies with death and injury notifications.

#### *Civil Process*

- Maintain a working knowledge of Sheriff's civil process.
- Serve civil papers to the appropriate persons and places in a timely manner.
- Research various records to determine locations of persons to be served civil papers.
- Evaluate and prioritize civil papers which require a priority service.
- Advise respondents of possible ramifications or penalties if certain orders are violated.
- Notify petitioning parties when significant services have been completed.
- Record mileage, service attempts, and persons served and submit to the Chief Civil Deputy.

#### *Training New Personnel*

- Receive training and certification as a Field Training Officer.
- Assist in training newly hired deputy sheriffs and reserve deputies.
- Evaluate and guide the trainee on a day to day basis on work performance.
- Direct trainee to perform tasks which are relevant to his improvement in training.
- Prepare evaluation reports concerning progress of the trainee and make recommendations to trainee's supervisor.

- Coordinate with immediate supervisor as to the progress of the trainee and remedies to potential deficiencies.
- Inspect the work of junior officers and make supervisory decisions in the absence of supervisors.

#### *Other Duties*

- Serve on specialized teams such as Special Response Team, Crime Scene Team, and Honor Guard.
- Successfully complete training and qualifications in the proper care, use and deployment of various types of weapons including handguns, rifles, shotguns, impact weapons, electric shock weapons and chemical agents.
- Receive certification and serve as an instructor in particular capacities such as firearms, first aid, Tazer, EVOC and defensive tactics.
- Receive specialized training and serve as a marine patrol officer.
- Any other reasonable duty as assigned.

#### **Basic Knowledge Requirements**

- Proper spelling, grammar, punctuation and math.
- Terminology and basic procedures necessary in the performance of duties.
- Laws, ordinances, policies and procedures pertaining to Sheriff's Office operations.
- Law enforcement patrol and investigative techniques.

#### **Necessary Skills**

- Attention to detail and accuracy.
- Performing basic mathematical calculations.
- Using office equipment such as phones, copiers, calculators and fax machines.
- Using computers and related software applications.
- Establishing and maintaining effective interpersonal relationships at all organizational levels, with the public, community leaders, and members of other organizations.
- Effectively communicating at a professional level both verbally and in written format.

- Safe and proper operation of Sheriff's Office vehicles including emergency vehicle operations.
- Proper use and care of duty handguns, rifles, and shotguns and qualification with those weapons in accordance with department policies.
- Proper use and care of other types of equipment necessary for the performance of law enforcement duties.
- The ability to prepare comprehensive detailed written reports.
- Ability to maintain a professional level of service and composure during emergency situations.

### **Minimum Qualifications**

- United States Citizen.
- Minimum age of 21.
- High School diploma or GED.
- No convictions for felonies or disqualifying misdemeanor offenses.
- Good driving record as determined by the Sheriff.
- Good general health with no physical or mental disabilities that would prohibit the performance of the essential functions and physical demands of the position.
- Ability to read, write and fully comprehend the English language.
- Combination of education and experience that provides the knowledge, skills, and abilities to successfully perform the duties of the position.
- Successful completion of psychological and polygraph examinations as determined by the Sheriff.
- Clear drug screen evaluation and no recent (at least 5 years) incidents of illegal use of drugs, narcotics, or controlled substances as determined by the Sheriff.
- No problems related to the excessive use of alcoholic beverages.
- Valid Washington driver's license.
- Peace Officer Certification through the Washington State Criminal Justice Training Commission.

### **Physical Demands of Position**

- Rotating shifts, 24 hours per day, 365 days per year.
- Manipulating phones, office machines, and computers.

- Walking, standing, running, stooping, kneeling, climbing, crouching, reaching, fingering, typing, grasping, talking, hearing, seeing, and repetitive motions.
- Standing for extended periods of time.
- Riding in and operating motor vehicles for extended periods of time.
- Smelling and detecting various odors.
- Occasional exertion of various levels of force for lifting, carrying, pushing, pulling, and moving objects or persons.
- Mobility to move between various offices, work stations, multi-level buildings and varying outdoor terrain.
- Operation of various kinds of vehicles including emergency vehicle operation and may include extended periods of travel mostly within the state.
- Physically restraining combative suspects and taking them into custody.
- Defending yourself or others from assault by means of physical force including the use of various kinds of weapons if necessary.
- Performing law enforcement duties outdoors including all kinds of inclement weather.
- Participation in firearms training and qualifications in accordance with department requirements.