

DEPUTY SHERIFF

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| Effective Date: January 15, 2013 | Revised January 2018 |
| Re-evaluation Date: Annual | Approval: Sheriff Andrew Dedeker |

TITLE: Deputy Sheriff

ASSIGNMENT: Operations Bureau – Patrol Division

PAY LEVEL: Non-exempt 13-SO

POSITION DESCRIPTION: This is an entry level, certified and sworn position. Under the supervision of a sergeant or other supervisor the deputy will perform a variety of assignments with duties related to the enforcement of federal, state and county laws; protect life and property; serve civil process; assist the public and provide care and security for county prisoners.

DUTIES-EXAMPLE OF WORK: Under the supervision of a Sergeant or other supervisor, patrols an assigned area to deter illegal activities; enforce Federal, State, and County laws; protect individuals and property; responds to complaints, crimes, disturbances, accidents and other related situations; reports road hazards; performs missing person searches; performs basic criminal investigations; obtains and secures physical and other evidence and statements; testifies in court and confers with attorneys on legal questions; obtains search and arrest warrants; makes arrests of juvenile and adult offenders; transports prisoners; prepares reports; records, reports daily activities and specific incidents; may serve civil processes and execute warrants; observes and controls vehicular traffic and enforces traffic laws; operates radar, and an Intoxilyzer; offers assistance to citizens and visitors; may serve as animal control officer; makes home detention inspections; maintains weapons; cleans and services automotive equipment; may work at special events representing the sheriff's office; takes in-service training to attain and maintain State certification.

OTHER DUTIES: Performs other duties as assigned.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.

KNOWLEDGE, SKILLS AND ABILITIES:

- Available for shift work and a willingness to work additional hours as needed.
- Ability to learn and comply with the seven core values of the Leavenworth County Sheriff's Office.
- Working knowledge of, or ability to learn federal and state laws and county resolutions.
- Working knowledge of, or ability to learn basic law enforcement principles and jail regulations.
- Ability to learn first aid/CPR and other medical procedures and practices.
- Ability to become proficient in the practices of self-defense.
- Ability to learn or possess knowledge of the basic principles and techniques of photography, fingerprinting and processing of crime scenes.
- Ability to learn the proper use of related law enforcement equipment.

- Ability to remain calm in stressful situations, and to apply logical thinking in determining a proper course of action in a minimum amount of time.
- Ability to establish and maintain effective working relationships and to interact effectively with superiors, co-workers, court personnel, prisoners and the public.
- Ability to communicate clearly and concisely verbally and in writing.
- Ability to perform generally moderate and occasionally heavy physical work and ability to control people and to lift and carry up to 50-100 pounds.
- Ability to stand, walk, twist, kneel, sit, pinch, ride, grasp, pull, bend, crawl, push, and perform a variety of similar body movements.
- Possesses hand/eye/foot coordination adequate to prevent violence, utilize weapons, radios and office equipment, and operate a vehicle.
- Ability to talk and hear in person and by telephone and two-way radio.
- Ability to see and read reports, find evidence and work in various lighting conditions.

EXPERIENCE AND TRAINING: Any combination of experience and training equivalent to graduation from high school; some experience involving public contact is desirable.

SPECIAL REQUIREMENTS: Must be certified as a law enforcement officer by the State within one year of appointment; must complete a First Aid/CPR and AED course certifications; must possess or be able to obtain a valid driver's license and must be able to qualify with a Glock model 22 - .40 caliber handgun, patrol rifle and shotgun. Possess or have the ability to possess Kansas certification as a Law Enforcement Officer; possess two (2) years' experience in an agency of equal size or larger with a minimum of one (1) year experience at the Leavenworth County Sheriff's Office. The candidate must meet or exceed the standards of the yearly evaluation.