

**DEPUTY SHERIFF**

Effective Date: January 15, 2013	Revised April 2024
Re-evaluation Date: Annual	Approval: Sheriff Andrew Dedeke

**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, a deputy will perform a variety of assignments with duties related to the enforcement of State and County laws; protection of life and property; service of civil process; assisting the public, and providing 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; enforces State and County laws; protects 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; serves civil process and executes 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 attend 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 follow written and verbal instructions and to maintain confidentiality.
- Ability to perform generally moderate and occasionally heavy physical work and ability to control people and to lift and carry 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 perform a high level of sustained physical activity.
- 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.

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

**SPECIAL REQUIREMENTS:** Must achieve certification as a law enforcement officer by the State within one year of appointment; must complete First Aid/CPR and AED course certifications; must possess or be able to obtain a valid driver’s license; must be able to qualify with an issued handgun, patrol rifle, and shotgun.

*I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described.*

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_