DEPARTMENT: Sheriff's Office

POSITION TITLE: Deputy / Patrol

REPORTING RELATIONSHIP: Sheriff, Undersheriff, Lieutenant and Sergeant

**POSITION SUMMARY:**

Patrol county areas, enforcing the law and protecting life and property. Operate radar, ensuring compliance with traffic regulations. Perform investigations at the scene of a crime or traffic accident, and perform related follow up duties. Assist District Court Judges by protecting prisoners while in court, when out of the confines of the jail. Assist in the investigation and apprehension of persons charged by warrant or subpoena, as well as the service of civil process.

**ESSENTIAL TASKS / FUNCTION:**

Patrol county routes as well as residential areas to provide a visible deterrent to crime in uniform and in marked cars. Maintain a working knowledge of all traffic laws, enforce traffic laws through the issuance of traffic citations and warnings. Arrest individuals in violation of county, state and federal laws. Identify traffic hazards, patrol for suspicious persons and/or vehicles. Serve as first responder to provide aid and give assistance to victims of automobile injury accidents, assist fire and emergency medical services in treating and transporting victims of traffic and other accidents. Investigate traffic accidents by recording measurements and diagrams, take photographs and prepare reports concerning the accident. Perform traffic accident and enforcement activities by establishing the points of impact by measurements and interviewing witnesses. Assist stranded motorists. Inspect roadways, bridges, traffic signs and signals routinely in order to find and report any hazardous conditions. Assist other emergency response agencies and county services such as EMS and fire services in emergency situations, may also assist the corner office in the investigation of fatal accidents.

Monitor industrial and residential areas for signs of any criminal activity. Check building doors, windows, gates and fences to ensure the building is secured. Report any buildings, vehicles or equipment that is not secured and ensure the safety and well being of all employees on duty. Learn operational hours of businesses as well as employee working patterns. Assist in providing crime prevention. Investigate public and occupational accidents by recording measurements and diagrams, taking photographs and preparing reports concerning incidents. Respond to radio dispatched calls for assistance and complaints of crimes. Enforce state statutes. Assist as directed with the detective unit in gathering physical evidence, taking photographs and investigating various crime scenes. Assist in serving search warrants. Secure and protect crime scenes by establishing boundaries, detaining victims, suspects and witnesses. Locate and identify evidence and briefing superiors and or detectives on their arrival. Serve criminal and traffic warrants on both felony and misdemeanor suspects for the 20th Judicial District Court.

Prepare a variety of departmental records and reports to comply with department policies and procedures, local and state laws. Maintain personal files of known offenders, their addresses, vehicles, and associates. Research and study departmental policies and procedures, Kansas State Statutes, maps, road closing and construction. Maintain awareness of current events and changes in law enforcement. Maintain a clean assigned uniform, vehicle and equipment. Maintain personal hygiene in accordance to departmental policies and procedures.

Serve as a weather watcher reporting damage. Assist in the tracking of severe weather; check for and assist stranded motorists.

Works with a motor vehicle, firearm, intoxilyzer breath testing equipment, leg irons and handcuffs, roller tape general office equipment, communications equipment, mace, speed detection device and any other equipment designated to be used in the performance of their duty. Performs other related work as required by the Sheriff.

**QUALIFICATION:**

**RESPONSIBILITIES:**

Attend briefing before shift begins. Patrols assigned area being familiar with all county roads, streets, business establishments and public buildings. Maintain a good relationship with all citizens. Apply principles of selective enforcement to control traffic and criminal activities. Protect life and property. Preserve the peace. Enforce city, county, state and federal laws. Investigate accidents. Transport offenders to the Barton County Detention Facility. This position has no supervisory responsibilities.

**EDUCATION/ EXPERIENCE:**

High school diploma or GED. Successfully complete the Law Enforcement Training Center within first year of employment and annual re-certification per KSA and one (1) year law enforcement experience. Must possess valid Kansas driver's license. Must have the ability to pass physical fitness testing required by office. Must successfully complete KLETC within the first year of employment and annual re-certification per KSA.

**SKILLS:**

1. Knowledge of sound methods and practices employed in location and apprehension of people.
2. Knowledge of laws and legal procedures relevant to the apprehension and custody of prisoners.
3. Knowledge of data entry procedures.
4. Knowledge of the principals of traffic control.
5. Knowledge of the geography of the county and the location of important buildings and areas.
6. Knowledge of the principals of traffic investigation.
7. Ability to learn law enforcement methods, procedures, and techniques and to apply such knowledge to specific situations.
8. Ability to deal courteously and fairly with the general public.
9. Ability to analyze situations and take quick, effective, and reasonable course of action, giving due regards to the surrounding hazards and circumstances of each situation.
10. Ability to remember names, faces, and the details of incidences.
11. Ability to understand and follow oral and written instructions.
12. Ability to obtain information through interviews, interrogation, and observation.
13. Ability to react quickly and calmly under emergency situations.
14. Ability to display sound judgment in making work decisions.
15. Ability to work under adverse conditions of violence, danger, darkness, weather, and environment and emotional stress.
16. Ability to recognize danger and take immediate action necessary for the protection of life and property.
17. Ability to use a firearm and maintain proficiency and qualify on a quarterly basis.
18. Ability to understand and operate a two way communication equipment.
19. Ability to pass strength and agility tests necessary to perform effectively on the job.
20. Ability to acquire and maintain the State of Kansas Law Enforcement certification.
21. Ability to acquire the Doppler radar operation and KDHE Breath tests certification.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major

responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Exercise judgment with some supervision.

**CONTACT WITH PUBLIC:** 90% of duties is contact with the public.

**WORKING CONDITIONS:**

Constant risk from unprovoked attack by criminals, motor vehicle accidents, and other work related injury. Most duties are repetitive and related. Use standard procedures. Unusual problems are referred with suggestions for solution. Continually use patrol car and radio, frequently uses radar and equipment for accident and crime scene investigation. Occasionally uses firearms and defensive equipment. Occasional close mental, visual and aural alertness required. Enters, rides in, drives and exits patrol car. Frequently stops. Walk to serve civil process warrants, check buildings, accidents or crimes. Walks or runs over variable obstacles and terrain. Climbs stairs, Sits to write and type. Occasionally pursues suspects on foot or uses force to subdue and arrest offenders. Work in inclement weather. Use appropriate physical means to subdue or control hostile or belligerent persons.

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Employee’s Signature Date

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Sheriff’s Signature Date

DATE WRITTEN: May 1985

DATE REVISED: March 19, 1999

DATE REVISED: March 7, 2001