



Job Description

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Barton County is an Equal Opportunity Employer and reasonable accommodations are available.

DEPARTMENT: Barton County Sheriff's Office

POSITION TITLE: Road Deputy

GRADE: 3

EMPLOYMENT CATEGORY: Regular Full-Time

STATUS: Non-Exempt

REPORTS TO: Sheriff, Undersheriff, Lieutenant and Sergeant

POSITION SUMMARY:

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

FUNDAMENTAL JOB DUTIES:

Patrols county routes as well as residential areas to provide a visible deterrent to crime in uniform and in marked cars. Maintains a working knowledge of all traffic laws, enforces traffic laws through the issuance of traffic citations and warnings. Arrest individuals in violation of the county, state, and federal laws. Identifies traffic hazards, patrols for suspicious persons or vehicles. Serves as first responder to provide aid and give assistance to victims of automobile injury accidents, assists fire and emergency medical services in treating and transporting victims of traffic and other accidents. Investigates traffic accidents by recording measurements and diagrams, taking photographs, and preparing reports concerning the accident. Performs traffic accident and enforcement activities by establishing the points of impact by measurements and interviewing witnesses. Assist stranded motorists. Inspects 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 coroner's office in the investigation of fatal accidents.

Monitors industrial and residential areas for signs of any criminal activity. Checks building doors, windows, gates, and fences to ensure the building is secured. Reports any buildings, vehicles, or equipment that is not secured and ensures the safety and well-being of all employees on duty. Learns operational hours of businesses as well as employee working patterns. Assists in providing crime prevention. Investigates public and occupational accidents by recording measurements and diagrams, taking photographs, and preparing reports concerning incidents. Responds to radio dispatched calls for assistance and complaints of crimes, enforces state statutes. Assists as directed with the detective unit in gathering physical evidence, taking photographs, and investigating various crime scenes also assists in serving search warrants. Secures and protects crime scenes by establishing boundaries, detaining victims, suspects and witnesses, locating and identifying evidence, and briefing superiors and or detectives on their arrival. Serves criminal and traffic warrants on both felony and misdemeanor suspects for the 20th Judicial District Court.

Serves criminal and traffic warrants on both felony and misdemeanor suspects for the 20th Judicial District Court. Prepares a variety of departmental records and reports to comply with department policy and procedures, local and state laws. Maintains personal files of known offenders, their addresses, vehicles, and associates. Researches and studies departmental policy and procedures, Kansas State Statutes, maps, construction and road closing to maintain awareness of current events and changes in law enforcement.

Maintains a clean assigned uniform, vehicle, and equipment and maintains personal hygiene in accordance to departmental policy and procedures.

Serves as a weather watcher reporting damage. Assists in the tracking of severe weather; checks for and assists 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.

EDUCATION:

High school diploma or GED. Must 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. Must possess a valid Kansas Driver's License. No felony or class A misdemeanor convictions.

EXPERIENCE / 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 principles 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 to 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 incidents.
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 in emergency situations.
14. Ability to display sound judgement in making work decisions.
15. Ability to work under adverse conditions of violence, danger, darkness, weather, 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 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.

PHYSICAL REQUIREMENTS / ABILITIES:

Attends Briefing before shift begins. Patrols assigned area being familiar with all county roads, streets, business establishments and public buildings. Cultivates a good relationship with all citizens. Applies principles of selective enforcement to control traffic and criminal activities. Protects life and property.

Preserves the peace. Enforces city, county, state and federal laws. Investigates accidents. Transports offenders to the Barton County Detention Facility. This position has no supervisory responsibilities.

Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.

WORKING CONDITIONS / ENVIRONMENT:

Constant risk from unprovoked attack by criminals, motor vehicle accidents, and other work-related injury. Most duties are repetitive and related. Uses standard procedures. Unusual problems are referred with suggestions for solution. Continually uses patrol car and radio, frequently uses radar and equipment for accident and crime scene investigation, and occasionally uses firearms, defensive equipment occasional close mental, visual, and aural alertness required. Enters, rides in, drives, and exits patrol car. Makes frequent stops. Walks to serve civil process writs, 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. Works in inclement weather. Uses appropriate physical means to subdue or control hostile or belligerent persons. Regular contact with public, 90% of duties with public.

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 these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

DATE WRITTEN: May 1985
DATE REVISED: March 3, 2005
DATE REVISED: March 16, 2015