

# Uintah County

## Job Description



<b>Title:</b>	Deputy Sheriff I	<b>Code:</b>	805-1
<b>Division:</b>	Corrections or Patrol	<b>Effective Date:</b>	3/07
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	21

### GENERAL PURPOSE

Performs **entry-level law enforcement duties** intended to secure a safe environment for county citizens and to protect legal rights as established by federal, state, and local laws.

### SUPERVISION RECEIVED

Works under general or close supervision of a higher ranking authority while in training or on a case-by-case basis.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS (May be assigned to one or some of the following duties)

**Patrol:** Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; performs in and leads search and rescue efforts.

Handles personal caseload for a variety of cases, including felonies and misdemeanors; investigates theft, burglary, rape, child abuse, homicides, auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists county coroner concerning death investigation and transportation of bodies; delivers death and other emergency messages; serves as backup for officers on possible violent situations.

Reports to accident scenes to render first-aid to injured persons, and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accidents.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism; prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her).

Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment; locates persons named in criminal warrants and executes the warrants; provides courtroom testimony as required; provides court security, performs urinalysis chain of custody for courts, family services, etc.

Performs preventive teaching; may teach in class room setting and deliver instruction on safety awareness; advises neighborhood watch groups regarding processes and procedures; instructs in drug awareness program, ATV safety training, etc.

Performs as a member of a special operations team (SERT); certifies in operational procedures related to special weapons and critical conditions associated with gas, explosives, hostage, and dangerous suspects.

Transports prisoners and mental subjects/patients to and from courts, prison, jail and mental hospitals. May provide dispatch services functions when necessary.

**Corrections:** Receives ongoing on-the-job training; attends POST training sessions receiving instruction in the duties, responsibilities, liabilities and physical environment associated with the correction officer functions; assists with processing of inmate grievances.

Supervises inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during detention; issues medications as prescribed by physicians.

Performs various tasks associated with inmate admissions; books prisoners; reviews offense status and classification (violent, non-violent, etc.) to determine appropriate level of security and confinement; performs releases and required by court order; conducts strip searches.

Observes conduct and behavior of inmates to prevent disturbances and escapes; searches inmates and cells for contraband articles; patrols assigned areas for evidence of forbidden activities, infractions of rules and unsatisfactory attitudes or adjustment of prisoners, and reports observations to supervisor; performs inmate supervision during recreation and meal periods.

Inspects locks, grills, doors and gates for tampering; conducts cell "shake-downs" and inspections; imposes various forms of discipline as needed to maintain order among prisoners, if necessary.

Supervises prisoners in transit between jail, courtroom, prisons, work details, or other points, traveling by automobile or public transportation as required; locks prisoner(s) in cell after searching for weapons, valuables or drugs.

Secures all valuables and/or belongings and follows standard procedures designated for the disposing or maintaining of the same; orders and serves meals to prisoners and provides or obtains medical aid if needed; administers medication as prescribed by doctor.

Prepares arrest records including reports, bookings, releases, fingerprinting and mug shot photography (identifying the prisoner and charge against him/her); assists in the maintenance of various records and information reporting materials and data base.

Supervises trustees or prisoners on general work details inside and outside of jail; performs general maintenance of jail facility and environs; repairs safety and security devices; cleans and sanitizes cells; maintains inmate recreation area and equipment.

May participate in extradition transports; moves inmates to and from various interstate locations, i.e., Nevada, Colorado, and Wyoming.

**Court Security:** Carries out specific plans or programs to insure safety of court personnel and protection of facilities. Provides security for courtrooms during proceedings and for court facilities, judges and staff; patrols court facilities; investigates disturbances and suspicious situations and takes appropriate action to maintain security; prepares and submits written reports of security incidents occurring within the courts.

Observes courtroom for violations of regulations such as unacceptable or inappropriate use of microphones, cameras, movie cameras, or any other device that would prove disruptive or threaten the security of court proceedings; ejects or assists with arrests individuals disturbing court proceedings

Assists witnesses, litigants and public by answering questions about court procedures and scheduling but does not give legal advice or discuss merits of case on trial.

May also act as court Bailiff when required, opening court by announcing entrance of judge; seating witnesses and jurors; carrying out instructions of judge; supervising and providing for the needs of the jury; summoning witnesses; etc.; takes evidence into custody.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from High School or GED certification, plus successful completion of (P.O.S.T.) Police Officers Standards and Training Academy for Patrol or Correctional Officer Certification.

AND

B. No experience necessary.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Some knowledge of** modern law enforcement principles, procedures, techniques, and equipment; local, state, and federal laws law enforcement; basic investigation techniques and methods; county geography, road systems, and boundaries; English, grammar and technical writing skills. Some knowledge in modern office practices and procedures, grammar, spelling and punctuation; dispatch communication equipment; elementary first aid techniques and procedures; clerical processes and procedures; standard office equipment and machinery.

**Skill in** the operation of motor vehicles at high speed and in dangerous situations; skill in the use of firearms; communication equipment, laptop computer, ballistic vest, non-lethal weapons, etc.

**Ability to** react effectively in emergency and stress situations; exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations; enforce laws and ordinances and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with fellow employees, other agencies, inmates, supervisors and the public; restrain physically violent prisoners; react quickly to various situations under conditions of stress.

3. Special Qualifications:

Must be at least 21 years of age.

Must possess a valid Utah State Drivers License.

Must work rotating shift work.

Must work on-call 24 hours.

Must complete 40 hours of training per year to maintain certification.

4. Functions of the position generally performed in a patrol vehicle controlled environment. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)