



# Deputy Sheriff

## Job Description

**Department:** Sheriff's Department  
**Supervisor Title:** Sergeant

**Rating:** B25  
**FLSA Status:** Non-Exempt

**Minimum Qualifications of Education and Experience:**

Associate's degree or two-year technical certificate in Law Enforcement or related field; or an equivalent combination of education and experience.

**Required License (s):**

Incumbents in this class typically require:

- Peace Officers Standards and Training License
- Minnesota Class D Driver's License

**Nature of Work:**

The first level of the Patrol/Investigation Series is responsible for conducting law enforcement activities to ensure public safety. Responsibilities may include responding to requests for assistance from the public; preventing traffic accidents and deterring violators; investigating accidents and criminal incidents; preparing incident reports; ensuring the security and order of the court; receiving, processing, recording, storing, maintaining and releasing evidence; and protecting crime scenes. Incumbents of this position are relied upon for providing credible and effective testimony in court and elsewhere. It is of utmost importance that person's in this position conduct themselves in a manner both at work and outside of work in a manner that does not cause concern regarding their ability to be able to provide credible and effective testimony.

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Patrols an assigned area to enforce local, State, and Federal laws; investigates crimes; collects evidence; interviews witnesses and suspects.	Daily 25%	B2
2.	Responds to calls for assistance, policy enforcement, medical help, or safety; collects information, assists with possible medical emergencies, and determines need for further action; performs lifesaving procedures.	Daily 20%	B2
3.	Performs investigations regarding complaints; questions individuals involved in incidents; gathers information and evidence; determines laws, regulations, or rules broken; prepares information and documentation for trial. Apprehends criminals and offenders.	Daily 20%	B2
4.	Performs civil process operations. Prepares and presents educational programs regarding laws, rules, regulations, and safety.	Daily 15%	B2
5.	Maintains records of crimes, injuries, incidents, and traffic accidents; completes basic operational reports.	Daily 10%	B2
6.	Assists in controlling inmate population. Transports inmates. Provided courtroom security.	Daily 10%	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

**Level of Decisions:**

Positions in this classification perform tasks to accomplish the defined goals related to the protection of people and property in the County. Employees have limited latitude in what duties they will perform, but may determine how to approach or handle situations depending on the conditions of the situation.

**Direction Received/Provided:**

Incumbents apply procedures and standards to specific situations, and work under given general direction as to how the objectives and goals are achieved. Incumbents may guide and train temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience; and instruct others in work methods and procedures.

**Knowledge, Skills and Abilities Required:**

- Principles and practices of patrol and crime prevention;
- Law enforcement weapons and equipment;
- Applicable Federal, State, and local laws, rules, and regulations;
- County geography;
- Safety principles and practices;
- Defensive techniques;
- Report preparation techniques;
- Physical apprehension, handcuffing, and restraining techniques;
- Educational programming principles and practices;
- Operation of motor vehicles;
- Computer operation and related software applications;
- Applying law enforcement principles and practices;
- Utilizing a variety of law enforcement weapons and equipment;
- Applying applicable Federal, State, and local laws, rules, and regulations;
- Maintaining records and preparing reports;
- Providing customer service;
- Presenting and attending training sessions regarding public safety;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Persons with Disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: Work may require lifting and carrying up to 80 lbs., and pushing/pulling heavy objects. Other physical requirements include the ability to climb, chase, run and apply physical restraints. Vision and hearing acuity are needed on a continuous basis. Use of equipment includes personal computers, office equipment, police-related safety and special equipment i.e., weapons, radio, first aid kit, surveillance equipment, radar speed measurement devices, field sobriety test devices, camera, accident investigation tools, and squad vehicles. Inside/outside work time varies by shift and assignment; work is performed in all types of weather conditions in an unsecured environment. This position may encounter life-threatening situations, which require substantial physical and mental capabilities. Exposures may include, but are not limited to, disagreeable odors, communicable diseases, body fluids, hazardous chemicals, elevated noise levels and dangerous individuals who may be armed. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.

**Disclaimer:**

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Access to Not Public Data:**

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County’s Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



*“Supports the county’s mission to deliver effective services for Mower County with integrity, fiscal responsibility, collaboration and a dedication to high level of customer service.”*

Employee Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Classification History:	
Date:	Comments:
May 2019	