

TITLE: Warrant Specialist

SO/12

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position is responsible for enforcing laws, including the pursuit of felons and the serving of warrants.

MAJOR DUTIES:

- o Investigates warrant case files to obtain information needed to locate and serve the warrant; updates current, factual information required to input and maintain warrants on GCIC and NCIC databases.
- o Serves warrants at residences, businesses, or other locations; locates and arrests offenders.
- o Enforces probate court orders dealing with the apprehension and involuntary committal of mentally disturbed or drug dependent persons; provides controlled transport of the subject to appropriate facility for treatment and confinement.
- o Enforces medical orders from licensed physicians for the apprehension and committal of mentally disturbed or drug dependent persons; provides controlled transport to appropriate facility for treatment and confinement.
- o Travels throughout the state to retrieve offenders from state prisons and county jails that have outstanding warrants in Fayette County.
- o Ensures the extradition of out-of-state fugitives; ensures all legal hearings and extradition papers are satisfied.
- o Enforces arrest warrants issued by the courts for contempt
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws.
- o Knowledge of the criminal justice system.
- o Knowledge of departmental rules and regulations.
- o Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
- o Knowledge of county geography, streets, roads, and buildings.

- o Knowledge of the procedures used in emergency communications.
- o Skill in the use of firearms.
- o Ability to prepare clear and comprehensive reports.
- o Ability to obtain information through interviews, interrogations, and observation.
- o Ability to operate assigned departmental vehicles and equipment, including firearms.

**SUPERVISORY CONTROLS:** The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include Georgia criminal codes and traffic codes, Sheriff's Office policies and procedures, and the Fayette County Employee Handbook. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied duties in the processing and serving of warrants. Strict regulations, frequent interruptions, and potentially life threatening situations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to perform law enforcement duties, including the pursuit of felons and the serving of warrants. Success in this position contributes to the enforcement of federal, state, and local laws and contributes to the effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, representatives of other law enforcement agencies, emergency service providers, judges, attorneys, health care providers, members of the general public, and representative of other local, state, and federal law enforcement agencies.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious

Warrant Specialist, Sheriff's Office

Page 3

or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.