

TITLE: Deputy Sheriff

SO/15

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position is responsible for the enforcement of local, state, and federal laws.

MAJOR DUTIES:

- o Patrols the county to deter and detect crime, to enforce laws, and to protect life and property.
- o Performs business and residential security checks.
- o Responds to calls for service including disturbance and crime complaints.
- o Serves as first responder to provide aid and assistance to victims of crimes and traffic accidents.
- o Performs misdemeanor and felony arrests to include completion of booking procedures.
- o Secures and protects crime scenes to include physical evidence, suspects, victims, and collecting statements.
- o Enforces all traffic laws; issues citations and warnings.
- o Prepares and submits initial case files in compliance with departmental policies and legal rules.
- o Renders advice on criminal law, civil law, ordinances, and domestic disturbance related issues.
- o Maintains assigned uniform, vehicle, and equipment in accordance with department policies.
- o Presents evidence and testimony in criminal cases.
- o Assists stranded motorists, directs traffic, transports prisoners, and escort funerals.
- o Participates in departmental training programs.
- o Participates in community relations projects.
- o Provides support to the Watch Office as assigned; provides assistance to visitors and callers; issues warrant numbers; monitors alarm systems.

- o Maintains courthouse security as assigned; processes citizens through security check; provides courtroom security; transports juveniles to and from detention facility.
- o Serves civil papers as assigned, including levies, evictions, and family violence orders.
- o Execute arrest warrants as assigned; investigates, processes, updates, and maintains records; provides secure transport for wanted persons, mentally ill, and chemically dependant persons.
- o Serves on Crime Scene Unit as assigned; processes crime scene evidence; maintains evidence log; maintains change of custody of evidence; fingerprints individuals; maintains evidence garage and laboratory.
- o Performs the duties of Field Training Officer as assigned.
- o Performs the duties of DARE Officer as assigned.
- 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 federal and state constitutions, The Official Code of Georgia, case law, and department rules, regulations, and standard operating procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of related law enforcement duties. 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 in support of department operations. Success in this position contributes to the enforcement of federal, state, and local laws.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of other law enforcement agencies, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.

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 sitting at a desk or table or while standing 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 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

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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 Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o No experience requirements.
- 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.