

UNION COUNTY

Job Description

JOB TITLE: Patrol Deputy

DEPARTMENT: Sheriff's Office

APPROVED BY: _____ DATE: 11/27/2012

PURPOSE OF POSITION: Enforce federal, state and local traffic criminal and civil law and ordinances; investigate traffic accidents, crimes and complaints relating to criminal law enforcement; serves civil papers.

ESSENTIAL JOB FUNCTIONS:

Investigates criminal complaints, accidents and traffic violations; interviews complainants and witnesses; interrogates suspects; prepares reports for issuance of formal complaints; makes arrests; testifies in court

Patrols areas to enforce traffic and criminal laws; issues warning or citations for violations.

Transports prisoners and patients under custody to institutions, courts and extraditions.

Locates individuals and serves a variety of civil papers.

Maintains written records and prepares reports necessary for efficient investigations, crime prevention and prosecution.

Performs crime prevention and public relations activities which include surveillance patrols and speaking to schools and various community groups.

Informs the public and answers inquiries regarding directions, laws and ordinances; gives other assistance to the public as needed.

Participates in search and rescue operations for property and persons.

Ability to testify in court.

AUXILIARY JOB FUNCTIONS:

None

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

JOB QUALIFICATIONS AND REQUIREMENTS:

High school graduate or GED equivalent, preferably supplemented by college level course work related to law enforcement and/or experience as a law enforcement officer; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties. Must be able to pass a personal history background check, physical exam, physical agility test, drug screening and physiological exam.

DESIRABLE REQUIREMENTS:

Some knowledge of applicable federal, state and local laws and ordinances; investigatory procedures and the gathering and preservation of evidence.

The ability to understand and follow oral and written instructions; act effectively and calmly in emergency situations; prepare accurate and complete reports of information; deal with the public in a firm and courteous manner; maintain effective working relationships with other law enforcement agencies, other employees and the general public; communicate effectively both verbally and in writing; conduct investigations, analyze facts and draw appropriate conclusions.

SPECIAL LICENSES AND REQUIREMENTS:

Department of Public Safety Standards and Training Basic Police Certification or ability to obtain certification within one year of employment.

Possession of a valid Oregon Driver's License.

Certification in the use of firearms and defensive tactics.

Certification in CPR and Basic First Aid

PHYSICAL DEMANDS OF POSITION:

Position requires the ability to deal with unruly and potentially combative individuals, requiring significant physical exertion. May require long hours walking, standing or riding in a motor vehicle.

WORKING CONDITIONS:

Position can involve working out of doors in all weather conditions, including extreme heat or cold, for long periods. An individual in this position may be required to handle emergency situations that are extremely stressful.

SUPERVISORY RESPONSIBILITIES:

Supervision of other personnel is not normally a requirement for this position.

SUPERVISION RECEIVED:

Individuals in this position work directly under the supervision of the Patrol Sergeant.