

Scott County Government

Position Description Form

Position: Job Title: Deputy Sheriff
Department Name: Sheriff's Department
Supervisor Title: Sergeant

Position Summary

Under general supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high-risk conditions.

Duties and Responsibilities

Essential Duties:

- Patrols an assigned area for the purpose of observing the area for possible criminal activity or other conditions that could endanger public safety, investigating complaints, and enforcing laws; maintains high visibility.
- Investigates and reports accidents, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Investigates crimes, interviews witnesses, complainants, and victims; and gathers physical evidence and preserves for court; conducts follow up investigations as needed.
- Enforces all felony and misdemeanor laws of Kentucky.
- Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Serves warrants, summonses, subpoenas, civil and other official papers.
- Serves as witness in court and provides evidence in court as required.
- Responds to emergency calls, such as robberies, burglaries, kidnappings, assaults and murders; and practices safety procedures in answering and responding to calls.
- Checks residential and commercial property for security as requested; checks on Senior Citizens as requested.
- Assists motorists in various situations as needed.
- Contacts complainants and/or victims of crimes within a reasonable length of time; keeps complainants or victims informed of progress of investigations.
- Investigates and reports fires or other related events; keeps bystanders out of danger; safeguards property; and renders first aid in emergency situations.
- Prepares, processes, and/or transmits various reports as required.
- Records information concerning events that took place during tour of duty, and records such activity in the manner as prescribed by the department.
- Maintains weapons and equipment in functional and presentable condition.
- Transports patients and prisoners to prescribed locations as necessary.
- Accounts for and transports evidence coming into custody.

- Answers questions asked by the general public, works with juveniles and adults in related matters; refers public to person or agencies which can provide further assistance as required.
- Works under stressful, high risk conditions.
- Makes decisions at the crime scenes which may be centered around life or death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved and fellow officers/members of rescue team.
- Performs special projects as directed by the Sheriff.
- Watches for wanted or missing person and lost children; administers first aid to the injured in emergency cases; and reports stray animals as necessary,
- Attends shift meeting and training sessions as required to remain knowledgeable of operations and promote job performance.
- Attends yearly 40 hour training at DOCJT.
- Participates in required physical fitness activities.
- Maintains required level of proficiency in the use of firearms, and evasive action/driving skills.
- Takes active charge in serious or unusual situations.
- This job is considered essential personnel and will be required to work a variety of schedules in a 24 hour, 7 day a week, which includes, nights, weekends, holidays, and during and following natural disasters and emergency situations.

Secondary Duties:

- Performs other duties that may be assigned or required.

Position Dimensions

Please do not indicate personal qualifications but rather the job requirements.

Special Skills/ Knowledge and Abilities:

Have the ability to deal with the general public and other law enforcement officers and agencies in a diplomatic and tactfully way in a variety of situations and must be able to make quick and accurate decisions. Must be able to perform all job requirements physically and psychologically.

Education and Experience: Must be at least 21 years of age, be willing to reside in the county after appointment, be willing to comply with all departmental policies and procedures, possess a valid Kentucky driver's license and be of good moral character and have no felony convictions.

Supervisory Responsibility: N/A

Technology: All deputies shall be proficient in all operating systems utilized within the Sheriff's Office and by deputies to include, MDT Operation, LERMS, KYOPS, NIBRS. This rank shall maintain all certifications regarding NCIC and Court Systems.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- ✓ **H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.