

DELAWARE COUNTY
SHERIFF

TITLE: Deputy, Patrol (including Canine)- Operations Division

JOB OBJECTIVES: Incumbent is a sworn, certified member who performs a variety of duties and tasks related to the protection of life, limb and property. Incumbent reports to the Shift Sergeant. May function as Shift Sergeant in his / her absence.

ESSENTIAL JOB FUNCTIONS:

- Performs public service functions including security checks, providing assistance and information to the public, assisting other governmental agencies and emergency services personnel, assisting and handling mentally impaired or intoxicated persons;
- Conducts investigations and patrols assigned areas;
- Obtains and serves arrest warrants, subpoenas, search warrants, and other court documents and makes arrests;
- Searches for suspects, missing persons and locates witnesses for court;
- Performs traffic enforcement and related activities, e.g. conducts traffic stops, sets-up and operates traffic controls, conduct DUI investigations, performs traffic accident / crash investigations;
- Identifies and collects evidence and maintains chain of evidence / custody, collects latent fingerprints, and photographs persons, evidence, accident and crime scenes;
- Prepares reports and other required documentation;
- Testifies in court, depositions and hearings;
- Responds to a wide variety of emergency and non-emergency calls for service;
- Prepare correspondence, completes necessary forms / paperwork as requested by the Court, and maintains personal notes of warnings, arrests, or contacts;
- Attends intelligence / informational meetings;
- Inspects and maintains patrol vehicle;
- Updates, maintains, reviews manuals and files;
- Seizes, impounds, or confiscates vehicles, property, illegal substances and apparatus;
- Interviews victims, suspects, witnesses and/or informants and completes field interrogation reports;
- Searches dwellings, buildings or grounds for evidence or suspect;
- Conducts frisk or pat down searches;
- Responds to civil unrest or riots;
- Counsels persons involved in disputes;
- Responds to alarm calls;

Essential Job Functions continued...

- Controls disorderly or irate persons;
- Transport inmates as required;
- Investigates and isolates hazardous materials;
- Warns citizens of environmental dangers or property hazards;
- Provides security for special functions;
- Notifies next of kin of death and / or injury;
- Free of alcohol and/or drug dependency;
- Walk and/or run for long periods of time in extreme conditions and physically hazardous locations, sometimes sprinting at a high rate of speed;
- Ascend or descend stairs;
- Climb over, pull over, and jump over obstacles;
- Jump down from elevated surfaces or areas;
- Climb or crawl through openings;
- Crawl under obstructions or in confined areas;
- Balance on uneven or narrow surfaces;
- Use body force to gain entrance or break through barriers;
- Push and/or pull objects, vehicles or persons;
- Lift, carry, and/or drag objects or persons;
- Sit or stand for extended periods of time;
- Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power;
- Swim;
- Operate a motor vehicle, during all hours of the day or night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow;
- Stop individuals or vehicles and/or detain and arrest individuals;
- Pursue fleeing suspects, in a vehicle or on foot;
- Disarm persons;
- Restrain or subdue resisting suspects;
- Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints;
- Conduct visual and audio surveillance;
- Perform law enforcement patrol functions, on foot or in a vehicle;
- Issue summonses;
- Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc;
- Observe, record, recall, and report incidents and information;
- Operate traffic speed and safety equipment (radar, fire extinguisher, pry bar);
- Administer field sobriety tests;

Essential Job Functions continued...

- Fingerprint, photograph, videotape individuals, objects, and scenes.
- Transport citizens, prisoners, and committed mental patients, using handcuffs and other restrains, when appropriate;
- Work rotating shifts and adapt to irregular working conditions;
- Maintain mental alertness and readiness to act, even during periods of calm and inactivity;
- Identify, collect, label, and preserve evidence;
- Secure the scene of a crime, emergency, or disaster to prevent damage, loss, or injury;
- Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss, or injury;
- Control crowds;
- Secure and evacuate persons from particular areas, using either verbal commands or the appropriate physical force;
- Perform rescue and support functions at the scenes of accidents, emergencies, and disasters;
- Administer emergency first aid;
- Physically check buildings, including doors and windows, to insure they are secure;
- Remedy hazardous conditions by direct action or notification of appropriate authority or agency;
- Perform searches of people, vehicles, buildings, and large outdoor areas, which may involve seeing, feeling, and detecting objects and walking for long periods of time;
- Search for missing, wanted, or lost persons or evidence;
- Load, unload, aim, and fire a handgun, shotgun, and/or rifle in day and night conditions from a variety of body positions at the proficiency level required by qualification standards;
- Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information;
- Understand and follow orders, policies, and procedures;
- Accept direction and function cooperatively as a member of a unit;
- Communicate effectively verbally and in writing, detailing incidents and activities of those involved;
- Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations;
- Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, and warrants;
- Communicate effectively in court and in other formal settings;
- Communicate effectively and coherently over telephone, walkie-talkie, or radio, initiating or responding to verbal communications;

Essential Job Functions continued...

- Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes and procedures;
- Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives;
- Mediate disputes and confrontations with hostile and potentially violent individuals;
- Gather information by observation of behavior, visual inspection and oral communication. Determine what information is significant. Assess a situation based on that information, and exercise independent judgment to make decisions concerning choice of action and equipment;
- Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time;
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree;
- Endure verbal, mental, and physical abuse, including threats, taunts, and insults to self, family, and fellow officers;
- Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings, with crime victims, accident victims, disaster victims, and their families, and with incidents of suicide and domestic violence.

May be assigned to specialized duty as a K-9 Deputy which requires:

- Conducts building searches and area searches for suspects and missing persons;
- Performs public relations demonstrations for various organizations;
- Monitors health and well being of the dog, to include the maintenance and sanitization of kennel cage;
- Tracks suspects or missing persons;
- Conducts area searches for drugs;
- Conducts bomb searches;
- Documents K-9 use of force and complete various logs and required documentation.

NON-ESSENTIAL

- Participates and assists with a variety of special projects as requested;
- Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Incumbent operates the following equipment: firearms to include handgun and shotgun, automobile, fuel pump / system, telephones, alpha pager, computer and related equipment, 911 terminal / system, LEADS terminal / system, vehicle emergency lights devices, fingerprinting equipment, measuring devices, 35mm camera, video recorder, two way radios and related equipment, radar / laser, emergency flares, truth verification instrument, calculator, typewriter, copy machine, facsimile machine, evidence collection kit, automated external defibrillator and other emergency medical equipment. Operates specially equipped vehicle and canine training devices when assigned to canine duty.

Critical Skills/Expertise:

- Ability to be objective and handle stressful / threatening situations;
- Ability to communicate effectively, both orally and in writing;
- Ability to compose accurate and complete reports;
- Ability to comprehend and answer questions;
- Ability to conduct search for weapons;
- Ability to detect suspicious activity;
- Ability to draw diagrams;
- Ability to evaluate credibility and reliability;
- Ability to follow written and oral instructions;
- Ability to identify makes and models of vehicles;
- Ability to understand legal documents;
- Ability to locate vehicle identification number;
- Ability to maintain confidentiality;
- Ability to manage time effectively;
- Ability to operate a motor vehicle;
- Ability to perform minor vehicle maintenance;
- Ability to recognize basic signs and causes of death;
- Ability to recognize danger or hazard;
- Ability to recognize informative placard or signs;
- Ability to respond to crisis situations;
- Ability to use approved defensive weapons;
- Ability to utilize reference materials;
- Basic knowledge of crime scene processing;
- Knowledge of LEADS system / database;
- Knowledge of medical / triage protocol, first aid and CPR;
- Knowledge of abnormal behavior;
- Knowledge of Agency's Policy and Procedures Manual;
- Being in good physical and mental condition.

Critical Skills/Expertise continued...

- Knowledge of arrest and restraint methods and procedures;
- Knowledge of building/area search techniques;
- Knowledge of child/elderly abuse procedures;
- Knowledge of communication equipment, including two way radio and electronic listening / recording equipment;
- Knowledge of communication radio codes, signals and Unit identifications;
- Knowledge of community services and referral sources;
- Knowledge of computers, related equipment and software;
- Knowledge of County Emergency Management Services policies;
- Knowledge of Court procedures and documents;
- Knowledge of crash investigation techniques;
- Knowledge of Criminal Justice System;
- Knowledge of crisis intervention methods and techniques;
- Knowledge of crowd control techniques;
- Knowledge of domestic violence procedures;
- Knowledge of evidence collection and handling techniques;
- Knowledge of fingerprinting techniques;
- Knowledge of geographical area and roadway system;
- Knowledge of governmental policies and procedures, federal, state, and local safety rules and regulations;
- Knowledge of illegal substance appearance and narcotics field test procedures;
- Knowledge of interviewing skills;
- Knowledge of investigative procedures and methods;
- Knowledge of officer safety techniques;
- Knowledge of problem resolution skills;
- Knowledge of public safety concerns;
- Knowledge of reference data;
- Knowledge of laws of arrest, search and seizure and related procedures;
- Knowledge of security and safety procedures;
- Knowledge of tactical driving techniques;
- Knowledge of the effects of intoxicants/drugs and of field sobriety testing;
- Knowledge of the Ohio Revised Code, Ohio Traffic Rules, Ohio Rules of Evidence and Ohio Criminal Rules;
- Knowledge of types of evidence and proper methods for handling;
- Specialized knowledge of self defense techniques and related protection equipment / devices;
- Knowledge and specialized training in first aid / first responder/ automated external defibrillator;
- Knowledge of K-9 use and tracking techniques;

May be assigned to specialized duty as a K-9 Deputy which requires:

- Knowledge of specialized K-9 techniques;
- Knowledge of canine anatomy;
- Knowledge and ability to use canine training equipment.

Job Standards: Completion of a secondary education or equivalent plus certification from the Ohio Peace Officers Training Council. Must be able to properly administer first aid / CPR. Must have a valid Ohio driver's license and a clean criminal record.

If assigned to specialized duty as a K9 Deputy, must have completed Basic K9 training form the State of Ohio and become State certified as a K-9 team.

Work consists of complex, varied, non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Incumbent is required to quickly react to potentially threatening situations on a regular basis.

II. RESPONSIBILITY

Supervisor provides general direction in following established practices and clear - cut policies. Supervisor reviews work while in process. Incumbent makes decisions independently regarding day-to-day activities, following policy and procedures.

Errors are readily detected in the normal course of work by standard checking resulting in little or no difficulty in loss of time to correct. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

III. PERSONAL RELATIONSHIPS

Incumbent has contact with supervisors, co-workers, public and private sector employees, other law enforcement personnel, and the general public. The purpose of these contacts is to gather information and to ensure safety in the community.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs heavy work, which may require lifting up to two hundred (200) pounds. Incumbent must be able to physically restrain violent suspects. Must be able to carry the canine over obstacles when assigned to K-9 duty.

Physical Activity: Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, sitting, running for moderate distances, physical contact / confrontations and repetitive motion.

Visual Activity: Incumbent performs work where the seeing job ranges from close to the eyes to operating a vehicle. Incumbent must be able to discern, acquire and hit a moving target at moderate distance.

Job Location: Incumbent works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Incumbent is exposed to physical hazards and atmospheric conditions that can affect the respiratory system. Incumbent is required to wear a respirator occasionally. Work setting involves being in close proximity of threatening situations, disease and violent criminals.

If assigned as a specialized K9 deputy, the Incumbent may be exposed to inclement weather and extremely rough terrain, acts of physical endurance including long distance walks, running through extremely rough terrain and subduing suspects, may be separated from vehicle by great distances for long periods of time and in general involves exposure to hazards or dangers greater than sworn, certified Deputy Sheriff.

Safety Equipment: Incumbent uses the following equipment: firearms, handcuffs, bullet proof vest, flash light, baton, stop sticks, chemical spray, two-way radio, first aid kits, automated external defibrillator, eye / face protection, emergency flares, traffic safety vests, air / blood borne pathogen kit, blood borne pathogen kit, CPR mask, car seat for infants, 35mm camera, and rubber gloves. *If assigned as a specialized K9 deputy, incumbent may also use K-9 overdose kit.*