

COUNTY OF SOLANO

DEPUTY SHERIFF - ENTRY LEVEL

Rev. 02/96
As amended 02/08/96
As amended 06/13/07

DEFINITION

Under immediate supervision, learns to provide service and protection to the public through performance of law enforcement duties; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an entry level class in the Deputy Sheriff series and is distinguished from that of Deputy Sheriff in that the latter is the fully qualified journey level.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Attends the P.O.S.T. Academy to receive training in all aspects of full peace officer law enforcement work; receives on-the-job training in departmental rules, regulations, policies and practices; works with an experienced Deputy Sheriff to become familiar with all aspects of the work.
2. Patrols an assigned geographical area in an unincorporated region of the County; observes activities in the area; responds to emergencies and reports of crimes in progress; interviews persons to obtain information or assess service needs; investigates complaints, makes arrests and issues citations; attends briefings to keep updated on activity.
3. Patrols County waterways in a boat; assists boaters/swimmers needing help; investigates suspicious activity to prevent crimes such as illegal drug sales; assists accident victims; searches for missing persons believed to be in the water; maintains an orderly vessel; transports boats on trailers; coordinates activities with other agencies.
4. Researches and maintains records; writes reports; testifies in Court; answers inquiries from attorneys, other officials and the public; may use automated systems, typewriters and microfiche for records research and maintenance and report writing.
5. Investigates crimes; preserves evidence at crime scene and ensures proper claim of custody for evidence; sketches crime scene and may take photographs and fingerprints; controls crowds at crime scene; interviews witnesses and provides assistance to victims; provides safety and security at crime scenes; conducts follow-up investigations to explore leads which may help solve a case; conducts background investigations of applicants for employment involving extensive telephone and personal interviewing.

EXAMPLES OF DUTIES (Continued)

6. Responds to requests for assistance in jail disturbances; defuses tense and violent situations; transports prisoners to and from jail; using a van, transports prisoners to and from all points in the state; may extradite prisoners and may transport prisoners out of state.
7. Serves subpoenas, civil processes and warrants of arrest.
8. Serves as a bailiff in a Municipal or Superior Court; provides safety and security for prisoners and court personnel; coordinates the movement of prisoners within the court building; escorts prisoners from jail to court holding cells; collects papers and ensures proper people are present, charges and bail are correct.

QUALIFICATION GUIDELINES

Education and/or Experience

Deputy Sheriff - Entry Level; No experience required, however, applicants must demonstrate possession of and competency in requisite knowledge, skills and abilities.

Deputy Sheriff - Entry Level (Lateral); Satisfactory completion of a California Basic P.O.S.T. Law Enforcement Academy within the last three years.

Knowledge/Skills/Abilities

Working knowledge of the mission of a Sheriff's Department and the role of a peace officer.

Depending on assignment, applicants/incumbents must demonstrate skill in driving an emergency vehicle with a standard transmission at normal/emergency chase speeds in all types of weather and traffic conditions.

Ability to learn to operate mobile and hand-held radios; learn the proper use and care of firearms; learn to properly use batons and other equipment; learn to use various types of office equipment; understand, interpret and explain laws, regulations and policies governing program operations; make decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; determine the appropriate course of action in emergency or stressful situations; understand objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; refer clients to social, medical or other assistance agencies; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; prepare narrative and statistical reports; comply with laws, regulations and

Knowledge/Skills/Abilities (Continued)

professional practices governing law enforcement program services and operations; secure cooperation and teamwork among professional and/or support staff; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments; maintain accurate records and document actions taken; interview people to obtain and verify information; organize and prioritize work assignments; make routine arithmetical calculations; use proper grammar, spelling and punctuation; research regulations, procedures and/or technical reference materials; project consequences of decisions; maintain confidentiality of information; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role; meet strenuous physical demands like running, climbing, swimming and jumping; properly use batons and other equipment; administer first aid in emergencies; administer field sobriety tests; take complete and accurate notes; identify and recognize evidence and leads; locate addresses and respond promptly to requests for service or assistance; observe and accurately recall details.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license is required. A valid Class B California drivers license may be required depending upon assignment.

Possession of a Basic P.O.S.T. Certificate must be obtained within twelve (12) months after completion of the Basic P.O.S.T. Academy.

Peace officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

Incumbents and candidates applying for positions in this class may be subject to, depending on job assignment, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing includes post-accident and pre-employment, as well as random and reasonable suspicion testing as required by law.

Independent travel is required.

Incumbents must be able to work in a noisy and stressful environment and which may include both near and far vision.

Incumbent must be able to work in an environment which may include exposure to communicable disease.

Incumbents must be able to perform heavy manual labor associated with law enforcement tasks which may include lifting objects weighing more than 100 pounds and which may include working with the full range of body movements involving reaching, bending, grasping and climbing.

SPECIAL REQUIREMENTS (Continued)

Incumbents must work outdoors in all types of weather conditions which may include working with hazardous chemicals.

Incumbents may be required to work outside normal business hours.

Incumbents must be able to work any shift, holidays and weekends, and anywhere in the County.

Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Incumbents of this class have full peace officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code 832.

Incumbents periodically are rotated to new assignments.

Positions allocated to this class may require bilingual skills.

Must be at least nineteen (19) years of age at the time of application.



Donald W. Turko
Director of Human Resources

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