

COUNTY OF SOLANO

DEPUTY SHERIFF - Journey

Rev. 10/04
As amended 06/13/07

DEFINITION

Under direction, provides services and protection to the public through performance of law enforcement duties; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the Deputy Sheriff series responsible for enforcing laws and preventing crime. This class is distinguished from that of Sergeant in that the latter is a line supervisory class responsible for supervising a group of assigned Deputy Sheriffs.

EXAMPLES OF DUTIES

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

1. Patrols an assigned geographical area in a region of the County; observes activities in the area; initiates traffic stops; makes visual vehicle inspections; 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.
2. Patrols County waterways in a boat; navigates on tidal waterways using compass, depth finder and charts; assists boaters/swimmers needing help; investigates suspicious activity to prevent crimes such as illegal drug sales; assists accident victims and conducts searches for bodies and property; searches for missing persons believed to be in the water; maintains an orderly vessel; transports boats on trailers; coordinates activities with other agencies; provides boating safety information to the public.
3. 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.
4. Investigates crimes and manages an assigned investigative caseload; preserves evidence at crime scene and ensures proper chain 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; operates electronic and other specialized equipment (e.g., video camera, metal detectors, body transmitters and tape recorders) in connection with surveillance and other investigative assignments.

EXAMPLES OF DUTIES (Continued)

5. Responds to requests for assistance in jail disturbances; defuses tense and violent situations; serves as hospital guard over inmates admitted for medical care; transports prisoners to and from medical/dental appointments, mental health facilities and to other points throughout the local area and the State; may extradite prisoners and may transport prisoners out of state; responds, as assigned, to mutual aid calls.
6. 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.
7. Enhances public relations by providing assistance to motorists and the general public as well as through appearances before school and civic groups to discuss safety and crime prevention; serves subpoenas, civil process and warrants of arrest; may be responsible for training and orienting new employees and/or temporarily serving as lead worker over Deputies, receives ongoing training to keep current in the field.

QUALIFICATION GUIDELINES

Education and/or Experience

Considerable law enforcement experience which demonstrates possession of and competency in requisite knowledge, skills and abilities. Typical qualifying experience would be:

One year of recent law enforcement experience.

Knowledge/Skills/Abilities

Thorough knowledge of the laws, codes, rules and regulations governing law enforcement work in the State of California; court procedures and practices; effective security techniques; effective and approved investigatory practices; human behavior; safe and secure methods for prisoner transport; rules of evidence and arrest.

Considerable knowledge of department rules, regulations, policies and practices; proper and effective responses to medical and other emergencies and stressful situations; the geography of Solano County; available resources.

Skill in operating mobile and hand-held radios; the use and care of firearms; operating office equipment such as computer terminals, teletype machines and microfiche; driving an automobile on paved and unpaved surfaces at varying speeds in all types of weather and traffic conditions. Skill in piloting a 26 foot powerboat may be required for certain positions in this class.

Knowledge/Skills/Abilities (Continued)

Ability to 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 professional practices governing law enforcement program services and operations; 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; work marine, patrol, transportation, Court and other such assignments.

SPECIAL REQUIREMENTS

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

Possession of a Basic P.O.S.T. Certificate is required.

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.

Independent travel is required.

Incumbent must be able to work in a noisy and stressful environment and which may require both near and far vision, exposure to communicable disease and involve 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. 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.

SPECIAL REQUIREMENTS (Continued)

Candidates for 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.

Positions allocated to this class may require bilingual skills.

Positions allocated to this class who are assigned to the Coroners Office will be required to x-ray cadavers.

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.

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



Donald W. Turko
Director of Human Resources

Rev.: October 2004
CSC: October 13, 2004
As amended 06/13/07