

4.00.60 **Deputy Sheriff - Patrol Deputy**

Date updated: 07/14/97

JOB TITLE: PATROL DEPUTY

DEPARTMENT: SHERIFF'S

GENERAL SUMMARY:

The Patrol Deputy shall have general knowledge of and be able to apply the laws and ordinances of the county and state to situations s(he) encounters. This requires the ability to deal with individuals under high stress and possibly physically hazardous circumstances when responding to crimes, accidents, investigations and the like.

REPORTING RELATIONSHIPS:

1. Reports to: Patrol/Investigations Sergeant, Chief Deputy, and Sheriff.
2. Directs Work of: None. Individual Contributor.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Detect and apprehend those breaking the law in order to enforce the laws and ordinances of the State of Wisconsin and the County of Rusk. Enforces all traffic related laws in order to ensure the safety of the motoring public.
2. Conduct criminal investigations, including obtaining search/arrest warrants, gathering and preserving evidence, and apprehending suspects.
3. Conduct traffic investigations, including crashes and driving complaints, issues citations and make arrests when needed.
4. Gather information in order to prepare clear and concise reports of these investigations and activities.
5. Competently testify in court.
6. Respond to domestic disputes including identifying the primary aggressor and making an arrest when needed in order to enforce the domestic abuse laws.
7. Render First Aid and/or CPR and conduct rescue operations in emergency situations.
8. Conduct programs in schools and for other civic groups, as assigned, in order to keep the public educated on laws and other awareness issues.
9. Have knowledge of civil process laws and department practices.
10. Perform other such tasks as assigned by the supervisor, Chief Deputy or Sheriff.

JOB SPECIFICATIONS:

1. Education/Training:

- A. Minimum of 60 college credits as required by Law Enforcement Standards Board.
- B. The skills and abilities of this job require knowledge normally acquired with minimum of a high school degree or G.E.D. equivalent.
- C. Law Enforcement Certification by the State of Wisconsin (400 hours basic training) is required. This includes 24 hours annually of in service recertification, and other training as assigned by the Sheriff.
- D. A valid Wisconsin drivers license is required.
- E. CPR certification in order to provide life saving assistance in emergency situations.

2. Skills/Abilities:

- A. Ability to understand and follow directions in order to apply a general knowledge of state and county laws and ordinances, and to follow proper procedures for detecting and apprehending suspected criminals.
- B. Ability to properly assess a situation in order to take appropriate action and keep a mental memory of events to put into a report.
- C. Ability to deal with people in high stress situations such as domestic disputes, investigations, and accidents.
- D. Ability to estimate speeds, distances and time, perform mileage calculations, and any other incident related measurements.
- E. Ability to communicate in a courteous, professional manner when assisting the public, other agencies, and fellow officers.

PHYSICAL DEMANDS:

- 1. Approximately 75% of time is spent sitting in an automobile on patrol.
- 2. Approximately 25% of time is spent bending/twisting or reaching for objects.
- 3. Due to the nature of the law enforcement profession, in unusual or emergency situations a significantly higher level of physical activity is exerted and may require running, transporting heavy objects, and employing physical force.

4. Activities such as talking, hearing, using far, near, night-time and peripheral vision in both eyes are exerted for about 75% of time in order to maintain surveillance, gather information, and assess the scene of an incident.

EQUIPMENT:

1. In order to perform the essential functions of the job the following equipment is normally used.
 - A. Basic office equipment; typewriter, calculator, copy machine, computer terminal, and fax machine.
 - B. Technical equipment; camera, measuring devices, radar, mobile video camera and police radio.
 - C. Transportation vehicles; automobile (squad car), boat, snowmobile, and ATV.
 - D. Law enforcement equipment; guns and other weapons, fingerprinting equipment, OC gas, baton, flashlight, handcuffs and slim jims.
 - E. Medical equipment; first aid equipment.
 - F. Personal protective equipment; ballistics vest.

WORKING CONDITIONS:

1. Approximately 50% of time is spent inside and 50% outside. When outside there is exposure to extreme temperatures and wet or humid conditions.
2. Approximately 50% of the shift is spent in a physically confined work site, exposed to continuous vibrations, and the hazards of fast moving vehicles due to the amount of time spent in an automobile.
3. Between 10-25% of the shift is spent exposed to the threat of physical attack or injury from other persons.

SIGNATURE

TITLE

DATE

THIS POSITION DESCRIPTION HAS BEEN PREPARED TO ASSIST IN DEFINING JOB RESPONSIBILITIES, PHYSICAL DEMANDS, WORKING CONDITIONS, AND SKILLS NEEDED. IT IS NOT TO BE INTENDED AS A COMPLETE LIST OF JOB DUTIES, RESPONSIBILITIES, AND/OR ESSENTIAL FUNCTIONS. THIS DESCRIPTION IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND CONTROL THE WORK OF EMPLOYEES UNDER SUPERVISION. THE SHERIFF RETAINS AND RESERVES ANY OR ALL RIGHTS TO CHANGE, MODIFY, AMEND, ADD OR DELETE FROM ANY SECTION OF THIS DOCUMENT AS IT DEEMS, IN ITS JUDGMENT, TO BE PROPER.