

SHIAWASEE COUNTY

DEPUTY SHERIFF

General Summary:

Under the supervision of a Sergeant or other command officer, patrols the County in order to enforce the laws, investigate criminal activities, police accident scenes, respond to domestic and other disputes, and answer requests for a variety of services. Performs a variety of functions related to protecting lives and property within the County. May be assigned to road patrol, narcotics, drug education, emergency management, or other specialized assignment.

Essential Functions:

1. Patrols the County to enforce traffic and other laws. Stops traffic violators and issues citations as appropriate, assists stranded motorists, provides assistance during hazardous conditions, and serves as a deterrent to crime.
2. Responds to a variety of citizen complaints such as robbery, breaking and entering assault, vandalism, and domestic -disputes. Maintains Tadio communications with the Central Dispatch to seek necessary information, request additional assistance and coordinate activities.
3. Assists complainants and initiates investigations by searching for physical evidence, collecting and preserving evidence, interviewing victims and witnesses, taking photographs, and protecting crime scenes. Makes arrests as appropriate and advises suspects of their rights.
4. Obtains arrest warrants through the Prosecutor's office and signs before a judge or magistrate. Makes arrests on warrants authorized by the courts.
5. Reports to accident scenes to police the scene, render first aid, request medical service and transportation as appropriate, direct traffic, and investigate the cause of the accident. May take photographs, measurements, and statements as part of the investigation.
6. Prepares detailed reports of activities, including complaints, accidents, and arrests.
7. Appears in court to present evidence as the arresting officer or witness.
8. Assists citizens in a variety of emergency and non-emergency situations. Provides assistance in times of emergency through crowd control and other measures.
9. May serve as a Narcotics Officer to identify individuals engaged in the possession and sale of illegal narcotics, conduct investigations, conduct surveillance, and collect background information. Serves as an undercover officer to purchase narcotics.
10. May serve as a drug education officer, providing instructional programs related to drug issues, initiating community awareness and education, attending various school functions and

interacting with students, teaching parent education component of program, assisting in the intervention of drug abuse cases, and providing related assistance to the schools and students. Assists with writing grant proposals and fundraising, maintain program records and preparing reports, and performing other administrative tasks related to the program.

11. May serve as Deputy Director of Emergency Management, includes assisting in developing plans for the use of facilities, equipment, manpower, and other resources for the protection of the health, safety, and welfare of the public in a disaster or emergency, acts as liaison with State and Federal agencies and area governmental units to ensure the effectiveness and coordination of the emergency preparedness plan, develops tornado shelter plan for school, businesses and public buildings, develops information and training programs, and performs other functions related to emergency management.

12. May serve in a variety of other specialized capacities such as marine officer, secondary road patrol officer, and other areas. Conducts presentations on hunter and boating safety and other areas.

13. Checks businesses after hours and homes that are temporarily vacated for security purposes. Checks establishments selling liquor to ensure they are complying with the State liquor laws.

14. Serves civil and criminal papers.

15. Provides assistance to Corrections Division by transporting prisoners and assisting in quelling disturbances in the Jail.

16. May be involved in vehicle pursuits.

17. May work under stressful, high risk conditions.

18. May be expected to testify in court regarding cases that the Deputy Sheriff has been involved in.

19. May work with many computer devices.

20. Will be expected to carry a firearm.

Other Functions:

21. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation or equivalent. Prefer advanced coursework in police administration, criminal justice, or related areas.

Experience: Prefer some related experience in a reserve, cadet or other capacity. Some assignments may require prior experience as a Deputy Sheriff.

Other Requirements: Certification by the Michigan Law Enforcement Officers Training Council. Certification in CPR, First Aid, PBT, radar, and firearms safety. Some assignments may have additional requirements. Valid Michigan Driver's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to physically restrain assaultive persons.
- Ability to lift and carry and otherwise assist injured persons.
- Ability to climb stairs, ladders, fences and other obstacles.
- Ability to walk/run over all types of terrain.
- Ability to pursue individuals on foot.
- Ability to drive a vehicle in all types of weather and engage in high speed pursuits.
- Stooping, kneeling, and crawling in order to collect evidence and perform other functions.
- Ability to withstand periods of prolonged sitting while conducting surveillances.
- Ability to withstand periods of prolonged standing while directing traffic.

Working Conditions:

- Required to deal with people in various states of intoxication, emotional and mental condition.
- Required work outside in all sorts of weather.
- Exposure to extreme changes in temperature.
- Exposure to a variety of foul odors.
- Exposure to contact with the bodily fluids of others.
- Exposure to assault by individuals with various weapons.
- Exposure to bloodborne pathogens.