



JOB DESCRIPTION

<i>Title</i>	Deputy Sheriff - Enforcement		
<i>Department</i>	Sheriff's Office	<i>Job Class</i>	RU 13
<i>Driving Required</i>	Yes	<i>Safety</i>	Yes
<i>Labor Union</i>	Clatsop County Law Enforcement Assoc.	<i>FLSA</i>	Non-Exempt
<i>Created</i>	Sept. 2012	<i>Reviewed</i>	June 2022
		<i>Revised</i>	April 2020

Purpose

Enforce federal, state and local traffic, criminal, and civil laws and ordinances. Patrol roads, waterways, and business and residential areas. Investigate traffic accidents, crimes, and complaints related to criminal law enforcement. Respond to citizen calls for service and serve civil process.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Enforce criminal, traffic, marine, game, livestock laws in accordance with state law and county ordinances.
- Respond to calls for service in accordance with Sheriff's Office policies, assess and control situations, secure the scene, determine what additional resources are needed and reestablish normal functions.
- Patrol rural roads and highways, state lands, incorporated cities and waterways in the enforcement of traffic, criminal and marine laws. Issue warnings, citations or make arrests in accordance with law and policy. Provide visible patrol presence allowing for public access, crime detection and deterrence.
- Gather information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects and confidential informants. Prepare investigative and other reports, including sketches and photographs using appropriate grammar, symbols and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Respond to animal calls for service.
- Serve subpoenas, summons, warrants for arrest and other civil process papers.
- Communicate and interact firmly yet courteously with the public and suspects, and in accordance with Sheriff's Office policy and procedures. Must present a positive, objective and consistent approach in dealing with people and resolving conflicts and problems.



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- Performs first aid and CPR. May encounter situations that involve hazardous materials, body fluids, communicable diseases, seriously injured persons with traumatic injuries and/or deceased persons.
 - Pursue fleeing suspects and perform rescue operations that may involve quickly entering and exiting law enforcement patrol vehicles, lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles, climbing through openings, jumping over obstacles, ditches and streams, crawling in confined areas; balancing on uneven surfaces and using body force to gain entrance through barriers.
 - Operate law enforcement vehicles during both day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as rain, fog, ice and snow.
 - Make arrests as necessary in the performance of various duties. Control suspects and prisoners in accordance with established policy and procedures. Transport suspects and prisoners as required.
 - Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people, and stopping suspicious vehicles and persons.
 - Investigate traffic crashes which include checking for injured persons, administering emergency first aid, controlling the accident scene to ensure safety of all persons, gathering information by interviewing participants and witnesses and by observing accident scene. Make arrests as necessary and prepare comprehensive reports.
 - Investigate crimes and criminal complaints. Preserve crime scene. Interview victims, witnesses and suspects. Collect, mark and preserve evidence. Prepare written reports. Investigate or assist others with follow up investigation work including the apprehension of suspects.
 - Appear as a witness in court, grand jury and other hearings to testify on matters relating to accidents, crimes and investigations.
 - Read, comprehend, and comply with or enforce legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants, department policies and procedures, and labor agreements
 - Participate in search and rescue operations for property and persons. May include underwater search and recovery duty, mountaineering, etc., as qualified.
 - Develop and maintain proficiency in the use of a variety of equipment associated with law enforcement duties and in the application of defensive tactics including baton, handcuffs and other restraint devices.
 - Inform the public and respond to inquiries regarding directions, laws, ordinances, complaint procedures and provide general assistance as required.
 - Follow all safety rules and procedures established for work areas.
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Auxiliary Functions:

- May be assigned as Training Instructor/Field Training Officer or to specific program responsibilities within the department.
- Maintain department-issued equipment.
- Maintain proficiency by attending training meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

Mandatory Qualifications

Education and Experience:

- Must be 21 years old, a United States citizen and possess a valid Oregon driver's license within 30 days after employment.
- Must possess a high school diploma or demonstrate successful completion of General Education Development (GED) Test.
- Must meet DPSST "Minimum Standards for Employment as a Law Enforcement Officer" OAR 259-008-0010.
- Must pass an entry-level employment examination, comprehensive background investigation (including credit check), ORPAT physical examination, drug screen and psychological evaluation.
- Must not have been convicted of any felonies; any law involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug; or any law involving dishonesty or moral turpitude as identified in Oregon Administrative Rules 259-008-0070.
- Possess Basic Police Certificate or able to obtain within one year of original appointment. Maintain Police Certification.

Knowledge, Skills and Abilities:

- Must be of good moral fitness as determined by a thorough background investigation.
 - Position requires the ability to learn and apply Oregon criminal and traffic laws and rules of search and seizure, arrests, evidence and use of force.
 - Must be able to learn department rules, procedures, patrol principles and techniques; deal with the criminal element and the public in stressful and non-stressful situations; endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment; subdue aggressive individuals. Listen, evaluate and analyze facts and draw correct conclusions promptly; understand and carry out instructions promptly, speak and write effectively, record information clearly and concisely, perform simple mathematical calculations and draw simple diagrams; establish and maintain effective working relationships with other employees and the public.
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- Proficient in the handling and use of handguns, rifles, shotguns and other agency firearms from a variety of body positions and under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by Sheriff's Office standards.
- Demonstrate ability to self-rescue in the water by passing Sheriff's Office swim standards.

Desired Qualifications

Previous college-level training or experience in law enforcement. Knowledge of the county area. Previous training related to police equipment and/or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEDS general level certification, etc. Bilingual English/Spanish.

Physical Demands

Operate a motor vehicle in the performance of duties, maintain a current driving privileges in the State of Oregon, see close and distant objects within normal parameters and use peripheral vision, see at night and under dark or low light settings, demonstrate sufficient depth perception, differentiate between colors, use olfactory senses, hear within normal range, speak clearly, use a loud voice to shout, sit, walk, stand and move around in the work area for extended periods of time, climb stairs and/or inclines repeatedly, bend, stoop, crawl and kneel, kick open doors, lift and carry up to 50 lbs., pull and push up to 100 lbs., push doors open using shoulder, reach for and lift 10-lb. objects, turn neck and twist body 90 degrees in either direction, use chemical agents to quell disturbances, work in an area that has chemical agents released into the air, work in a wide range of indoor and outdoor temperature conditions, write legibly, grasp, handle and manipulate objects with hands, implement finger dexterity to manipulate objects, hold, aim, and discharge firearms with sufficient accuracy to maintain minimum department qualifications, work flexible hours during the day and week, work day, afternoon, evening, and night shifts, meet the Department of Public Safety Standards and Training (DPSST) certification requirements, and successfully complete all phases of the Oregon Physical Ability Test at hire.

Able to lift, drag, or carry heavy objects; climb over and pull oneself over obstacles, climb through openings and crawl in confined areas, jump over obstacles, ditches and streams; balance on uneven surfaces; use body force to gain entrance through barriers,

Behavioral Expectations

Provide backup and support to co-workers. Establish and maintain professional and effective working relationships with customers, co-workers and other agencies. Maintain punctual and regular attendance. Comply with office and county policies, procedures and regulations. Participate fully as a member of a team, and to support a service area or areas. Participate in employee training and orientation. Provide training to co-workers as requested. Perform other job duties as assigned by supervisor. Wear



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personal protective equipment when performing job tasks that increase risk of exposure to blood or body fluids.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Must be able to work rotating shifts and alternative work schedules.

Work in all types of indoor and outdoor environments. Contact with individuals, who may become violent, combative, under the influence of drugs/alcohol, mentally ill, or who have communicable diseases. Incumbent operates vehicles and may be required to sit/stand for extended periods while performing various duties.

Employee is subject to 24-hour emergency call-back. Must be available for rotating shifts, including weekend and holiday assignments.

Supervision Received and Exercised

Supervision is not a typical function assigned to this position; however, may provide training and orientation to newly assigned personnel on Sheriff's Office policies and practices. May exercise limited supervision for crime scene when no supervisory personnel are present.