

WILBARGER COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

Position Title: Deputy Sheriff Department: Sheriff's Office

Reports To: Sheriff/Chief Deputy Salary Range:

Position Summary:

Provides law enforcement and protection to the citizens of Wilbarger County including performing duties in the Operations Division, which includes but is not limited to Judicial, Patrol, Investigations, Warrants and Community Relations-Training.

Essential Job Functions:

1. Must work assigned shift and patrol assigned county/city area and must enforce all applied rules and regulations of given position.
2. Must respond day or night by traveling to major offense locations for on-scene investigations; recording offenses and accidents; interviewing complainants, witnesses and defendants; and handling vehicular traffic control and enforcement (tickets/warnings).
3. Must complete mandatory paperwork and file detailed chronological reports with the appropriate authorities and prepare sworn affidavits for the issuance of or actual execution of search/arrest warrants.
4. Must live within Wilbarger County, unless assigned as a resident Deputy.
5. Performs all other related duties as assigned by Supervisor.

Additional Job Duties:

May assist with case preparation and completion and process evidence.

May file charges with the District Attorney.

May get arraignments, present fugitives to court, arrange attorney appointment and handle renditions.

May keep, maintain and handle narcotics detention canines as part of specific departmental assignments.

May participate in the intra or interstate transportation of prisoners/inmates or escorts inmates from jail to court and back after court appearance.

May provide courthouse security and act as court bailiff.

May testify in court.

May coordinate and implement initial and in-service training programs for departmental office while developing new training course and updating existing courses.

Performs occasional administrative duties such as answering phones, scheduling appointments for supplier/purchasing and other related clerical duties.

Provides assistance to qualified recipients of various crime programs.

Must maintain physical fitness in order to perform the essential duties of the position.

Maintains awareness of area for crime prevention.

May also be required to photograph major/fatality accidents, investigate crime scenes, collect and submit evidence, complete reports and assume control of and responsibility at crime scene by directing/assigning duties to patrol and crime scene officers.

Must produce legal documents required in the performance of the duties of the position.

Attends and complete all training required by statute or TCLEOSE to maintain required certification(s) and (licenses).

Transport of inmates to and from County/District court and varies counties

May locate fugitives using background investigations, office equipment computations, developing informants, and conducting surveillance and search and seizures.

EDUCATION:

High School diploma or GED. Must have Texas Basic Peace Officer Certification. Must be a U.S. Citizen. Must be licensed in good standing as a Peace Officer in the state of Texas. Must possess a valid Texas Driver's License and/or obtain a license within 30 days. **Must be willing to work nights, evenings, overtime, weekends, holidays, and rotating shifts.**

EXPERIENCE REQUIRED SKILLS

SKILLS - For this position the following skills and abilities must be demonstrated by a level of proficiency or achieved within a normal and customary time period:

1. Must have good interpersonal and public relations skills.
2. Experience or training in public speaking desirable.
3. Must be able to understand, interpret and properly apply court orders, relevant State statutes including the Code of Criminal Procedure, Penal Code, Transportation Code, and all other statutes, ordinances, policies and procedures required to perform essential job duties of the position assigned.
4. Must be able to prepare official documents required to perform assigned functions including but not limited to interoffice memos and letters to other agencies, affidavits, investigative reports, and case filing documents.
5. Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.

KNOWLEDGE – For this position the following knowledge is required to perform essential job functions relevant to assigned positions:

1. Must have a working knowledge of the Code of Criminal Procedure, Penal Code, Transportation Code and other State statutes, and County ordinances.
2. Must have a working knowledge of applicable County policies including but not limited to the Wilbarger County Employee Handbook, WCSO policies, Standard Operating Procedures.
3. Must have a working knowledge of department organization and functions.
4. Must have a working knowledge needed to use basic Microsoft Office Word functions (word processing).

ABILITIES – For this position the following demonstrated abilities are required to effectively perform essential job functions:

1. Ability to control emotions and focus on professional duties and obligations in all circumstances regardless of provocations or stresses encountered.

2. Ability to communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
3. Ability to create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
4. Ability to work with employees and citizens from diverse population groups to meet Department mission and serve public interest.
5. Ability to focus personal efforts and participate in team efforts toward continuous performance improvement.
6. Ability to actively seek opportunities to increase and improve knowledge, skills, and abilities needed to improve personal performance
7. Ability to actively listen by aggressively practicing good listening techniques.
8. Ability to use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and other providers) required to provide superior services in the public interest.
9. Ability to take appropriate action to accomplish assigned duties and accept accountability for outcomes.
10. Ability to use appropriate physical force including deadly force when imminently necessary to prevent death or serious bodily injury to others or self.

PREFERRED SKILLS

Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL REQUIREMENTS

While performing the duties of this position, the incumbent is regularly required to stoop, sit, walk, run on occasion, strenuously climb stairs or ladders and move up to 100 lbs. Must be able to exert physical force when necessary and move, twist and throw persons during defensive tactics regularly. May have to sit at the computer for prolonged periods of time typing, using the computer, writing or using the telephone. Exposure to communicable diseases.

The Texas Occupations Code Chapter 1701, SECTION 1701.306. PSYCHOLOGICAL AND PHYSICAL EXAMINATION, and the Texas Commission on Law Enforcement Standards and Education, requires that applicants must be certified as medically and psychologically fit to perform the duties of peace officer when appointed; and at any time during employment when circumstances justify re-examination of a peace officer's medical or psychological fitness for duty. The duties of this position require courteous and tactful contact with the public as well as incarcerated persons. Incumbent may be required to work under trying conditions during emergency situations for hours without relief and may be required to make instantaneous decisions regarding the use of force including deadly force, therefore emotional and mental stability is essential. This position requires a high physical level of physical ability. Law enforcement professionals must be capable of performing all essential and emergency duties of the job assignment with or without reasonable accommodation that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the employee or others. Inability to use emergency equipment or physically restrain offenders can pose a serious danger to the public and co-workers and

adversely impact operational objectives.

There is exposure to household type cleaning agents (such as diluted bleach, alcohol based window cleaner, chlorine based cleanser); and occasional exposure to pesticides. There is occasional exposure to inmate control devices that emit pepper agents via aerosol spray, gel or foam. There is the potential of exposure to toxic smoke.

Exempt/Non-Exempt
(Circle One)

Full-Time / Part-Time
(Circle One)

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed: it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Hours: 8 hours shifts, 24 hours a day, 7 days a week

Works some nights, weekends and holidays

Drug & Alcohol Test Required

Criminal, Driving, Education & Employment Background Check Required

JOB DESCRIPTION

This position investigates reports of incidents, offenses reported by citizens and takes appropriate action based on the Texas Penal Code, the Code of Criminal Procedure and departmental directives. Evaluates field offenses or accidents then arrives at a conclusion about laws potentially violated. Incumbent makes decisions on complicated questions of legality that may need to be made with limited decision time in matters of life and death including determining probable cause for search and arrest. Some decisions are limited decision time involving the use of deadly force or any other law enforcement decision made daily in situations that arise while performing law enforcement functions. Decisions must be made fairly and equally regardless of the status of person(s) affected by the decision. Interacts with Department employees, managers and peers; employees of other County agencies, citizens, and various community, county, state and federal agencies.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature: _____ Date: _____

Department Head Signature: _____ Date: _____