

Webster County, Missouri Job Description

Deputy Sheriff

Position Title: Deputy Sheriff

Wage Status: Non-Exempt

Position Summary:

The Deputy Sheriff serves as the primary element to prevent and deter criminal activity and to provide day-to-day service to the County. The Deputy Sheriff responds to calls for service, enforces the law, and maintains order.

Essential Responsibilities and Duties:

- Perform gear and safety checks at the beginning of each shift
- Maintain weapons proficiency
- Understand general laws, crisis intervention and child abuse/neglect laws
- Make quick decisions on how to handle each situation
- Work a rotating schedule
- Operate radio to communicate with co-workers and department
- Understand the geography of the County and know directions at all times (north, south, east, west)
- Must be observant and aware of surroundings
- Run on foot pursuits as required
- Driving pursuits as required
- DWI enforcement
- Use computer for data entry and report writing
- Effectively communicate with suspects and general public
- Patrol County to reduce and prevent criminal activity
- Patrol County to provide immediate emergency response
- Check physical security of business premises to prevent burglary and robbery and check suspicious persons who appear to be within your patrol area for other than business purposes
- Check occupied or unoccupied parked vehicles with the motor idling or parked in areas not normally used for parking
- Watch for unusual activity occurring when business open, close or when employees cannot be seen from the street, paying particular attention to businesses in outlying areas or open late hours
- Check hitchhikers and persons who appear to be loitering about a business

- Check for open or unlocked doors and windows, lights usually left on, merchandise left unsecured and other security risks that can be corrected by property owners
- Be alert and check for community hazards such as wires down, traffic signs defaced or removed, etc. and report them for correction
- Be highly visible on major streets, especially during peak traffic hours and enforce traffic laws
- Notify supervisor of information learned while on patrol
- Continuously look for ways to reduce criminal opportunities and discuss specific problems with business and home owners
- Develop favorable relationships between the public and the office
- Always carry proper equipment and respond to all calls immediately
- Properly secure equipment when not in use
- Investigate crimes and other offenses, noncriminal incidents miscellaneous incidents, and make needed arrests
- Conduct crime and death scene investigations
- Direct and control traffic as needed for public safety
- Check businesses as needed to prevent trafficking in contraband, opening during prohibited hours and other illegal activities
- Properly handle domestic violence, peace disturbances, mental subjects, labor disputes, animal control, and other incidents to maintain public order
- Prepare and submit reports before ending each shift
- Use defense tactics as required and maintain ability to restrain suspects
- Keep patrol vehicles clean and free from debris
- Assist with firefighting and medical emergencies as needed
- Must attend all training as required
- Other duties as assigned

Education, Knowledge, Skills, and Abilities:

- Maintain MO Post Certification
- Completion and pass field training program
- Read and follow instructions and maps
- Able to drive and safely operate patrol vehicles
- Valid drivers' license required
- Clean driving record required
- Must be able to quickly problem solve
- Able to work with general public, citizens, co-workers and others by speaking with (in person or via phone) and written communication
- Must have a clean criminal history
- Must know and understand all safety procedures of the department at all times
- Must have acceptable attendance record
- Excellent computer and typing skills are preferred
- Able to perform all tasks listed above on a daily basis

Physical Demands:

- Lifting and carrying up to 20 pounds frequently and up to 10 pounds frequently and frequently moving small objects
- Occasionally lifting and carrying up to 50 pounds
- Able to quickly run on foot pursuits
- Able to safely operate firearms
- Able to hear radio and conversations
- Able to easily climb including climbing over six (6) foot wall/fence
- Able to maintain ability to restrain suspects
- Able to handle stressful situations on an ongoing basis
- Frequently driving and sitting
- Able to push and pull up to 50 pounds
- Able to work in loud and busy environment as well as quiet environment
- Work outside during all weather conditions as well as inside
- Walking or standing frequently
- Able to clearly and effectively communicate with citizens, suspects, co-workers, visitors, and the general public

I have been given the opportunity to review this position description and have discussed the requirements of the position with the hiring supervisor. I understand this position description represents the minimum performance requirements of the job.

I have read and understand the Deputy Sheriff job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date