

## **LINN COUNTY SHERIFF'S OFFICE JOB CLASSIFICATION & EXPECTATIONS**

### **RESERVE PATROL DEPUTY SHERIFF**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Enforces State and local traffic, criminal and civil laws and County Codes. Patrols roads, waterways and business and residential areas. Investigates traffic accidents, crimes and complaints relating to criminal law enforcement in the County. Arrests and books suspects; serves warrants of arrest, subpoenas, summons and other civil process. Appears as witness in Court. Administers first aid, assists with search and rescue, receives and maintains evidence, prepares necessary reports.

SUPERVISION RECEIVED: Works under the general supervision of a Supervisor or Deputy on an assigned shift that coordinates and directs Reserve Deputy's activities during the shift. Supervisor or Deputy advises Reserve Deputy as to proper procedures or interpretations of the law as necessary. Work is regularly reviewed for conformance to laws and office policies and regulations. While a Reserve Deputy Sheriff works within a framework of laws, rules and regulations which guide the performance of duties, there are instances where direct or immediate supervision will not be available and the Reserve Deputy must exercise judgment as to the appropriate procedures and methods to be exercised.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of this classification. In some instances the Senior Reserve Deputy responding to an accident or crime scene may be responsible for supervising the activity of other Reserve Deputies at the scene. Senior Reserve Deputies also assist in training new Reserve Deputies.

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 job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Reserve Deputies assigned as Patrol Deputies perform the same general duties as listed below although they may have increased responsibilities for enforcing local traffic laws, serving as a representative of the Sheriff's Office for various local activities and maintaining personal contact with local residents. May serve as a Court Bailiff.
2. Patrol roads, business and residential areas to enforce traffic and criminal laws; issue warnings or citations for violations, make security checks and check for suspicious persons or vehicles. Respond to calls including major crimes, civil complaints, theft, assaults, family disputes, juvenile complaints and take appropriate action.
3. Maintain written records of all activities and prepare reports necessary for accident and criminal investigations, crime prevention, prosecution and office activities.

4. Make arrests as necessary in the performance of various duties; handle suspects and prisoners in accordance with established procedures; transport suspects and prisoners.
5. Investigate traffic accidents checking for injured persons, administering emergency first aid, securing the accident scene to insure safety of all persons, gather information by interviewing participants and witnesses.
6. Investigate crimes and criminal complaints; preserve crime scene, interview victims, witnesses and suspects; collect and mark evidence; conduct follow-up investigation, including the apprehension of suspects.
7. Serve subpoenas, summons, warrants for arrest and other civil process papers; appear as a witness in Court to testify on matters relating to accidents, crimes and investigations. May extradite and transport persons back to Linn County.
8. Assist with search and rescue operations.
9. Patrol waterways; enforce all marine, fish and game laws.
10. Develop and maintain proficiency in the use of law enforcement equipment including firearms, police radio and communication codes, vehicles, intoxilyzers, crime scene kits, fingerprinting equipment, radar/laser, still and video cameras.
11. Investigate unattended deaths which result from natural, accidental or suicidal circumstances.
12. Assist with crime prevention activities which include surveillance, patrol and dissemination of information to the public.
13. Answer public inquiries, complaint procedures and provide other general assistance as required.
14. May have special responsibilities associated with receiving evidence and recovered property, marking for proper identification, custody of evidence, transporting evidence to crime lab, and testimony in Court as to the care and custody of evidence.
15. Must prepare for and prosecute criminal cases on the State's behalf in those areas where the District Attorney will not appear, (traffic infractions, less than one ounce marijuana possession, dog violations, marine offenses and minor game violations) and in the Justice Courts of Linn County.
16. Develop and maintain effective, harmonious and reasonable work relationships with others.
17. Maintain regular and predictable work attendance. Be able to provide 20 hours a month of volunteer time. Volunteer time may be obtained by working in a patrol deputy capacity and/or by providing law enforcement services to special events such as events at the Linn County Fair and Expo Center, Albany Rifle and Pistol Club and DUII Impact Panel meetings.

**OTHER FUNCTIONS:**

Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Basic knowledge of the pertinent Federal, State and local laws and ordinances, including traffic, criminal, civil, juvenile, fish and game and marine statutes. Some knowledge of investigatory procedures and the gathering and preservation of evidence. Knowledge of the use of law enforcement equipment including firearms, vehicles, radios and Intoxilyzers.

Demonstrated skill in the efficient and safe use of firearms and motor vehicles, including the operation of vehicles at high speeds and under adverse road conditions.

Ability to learn a considerable amount of factual material relating to laws, ordinances, procedures and regulations, and apply this knowledge to on-the-job situations. Ability to comprehend and interpret laws, ordinances and regulations. Ability to understand sometimes complex oral and written instructions and to act upon them accordingly. Ability to analyze situations quickly and objectively, exercising considerable judgment to determine a proper course of action, in some instances without consulting a supervisor. Ability to prepare clear, concise and comprehensive reports. Ability to assist persons undergoing emotional stress or mental disorder while maintaining a professional and objective posture. Ability to exercise appropriate physical actions in the arrest and restraint of persons to insure the safety of all persons. Ability to establish and maintain effective working relationships with fellow officers, supervisors, complainants, crime victims and suspects, witnesses and the general public.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from high school or GED. Two-year College with an Associate Degree in Law Enforcement or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Attend Reserve Academy approved by Department of Public Safety Standards and

Training and Law Enforcement Data Systems (LEDS) certification within 18 months of hire date are required. Must possess and maintain a valid First Aid and CPR card.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.