

Job Description: DEPUTY SHERIFF (PATROL)

CLASS NO. 1037

EEOC CATEGORY: Protective Service Workers

PAY GROUP: 115

FLSA: Non-exempt

SUMMARY OF POSITION:

Protects county residents and property and enforces laws, as appropriate.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Sergeant.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with federal, state, and local law enforcement agencies, other local officials, community groups and organization, the media, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Patrols an assigned area, generally by vehicle, to prevent crimes and enforce laws and regulations;

Responds to emergency calls and routine complaints and takes action as necessary;

Chases and apprehends suspects;

Issues traffic citations and directs traffic;

Investigates traffic accidents, civil disturbances, and crimes against persons and property and assists federal, state, and local law enforcement officials with investigations and emergencies;

Keep records of activities and makes reports concerning crimes, complaints, accidents, and investigations;

Serves warrants and makes arrests;

Serves civil papers, including writs, summons, subpoenas, capiases, etc.;

Questions witnesses and suspects and takes statements and depositions;

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 1037 (Continued)

Gathers and labels evidence, takes photographs and fingerprints, guards and transports prisoners, and testifies in court;

Delivers protective custody order subjects to State hospital;

Responsible for animal control, especially relating to cattle on roadways; and

Other Important Duties*

May address and work with community groups to promote good public relations and to inform citizens of police activities and crime prevention; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to: understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; establish and maintain effective working relationships with other law enforcement agencies and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; learn the use and care of vehicles, firearms, and specialized equipment; communicate effectively orally and in writing; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, plus at least two years of work experience.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED:

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license.

Certification as a Peace Officer by the Texas Commission on Law Enforcement Officers Standards and Education.

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