



LAMPASAS COUNTY, TEXAS HUMAN RESOURCES OFFICE

Position:	Deputy Sheriff
Starting Salary:	\$45,000 annually
Eligibility for Benefits:	Eligible for full time county benefits: including health and life insurance, other optional insurance coverage, retirement, vacation and personal time accrual and holidays. Patrol vehicle, duty weapons, cell phone, uniforms, body armor and training.
Hours of Work:	Varies – Shift Work

Position Description:

As a sworn law enforcement officer, a Deputy Sheriff is responsible for maintaining public safety, enforcing laws, upholding the peace within the County, and responding to emergency and non-emergency calls.

Essential Responsibilities include:

- **Patrolling and response.** Conducts routine preventative patrol in assigned residential, business and rural areas. Responds to emergency and non-emergency calls for service including but not limited to crime scenes, disturbance calls, alarms, public hazards or traffic accidents, evaluates the circumstances upon arrival and takes appropriate action. Performs CPR or other critical emergency care until emergency medical personnel are in route. Provides public assistance such as roadside assistance or directing traffic. Maintains a visible presence of law enforcement within the community to deter crime.
- **Law Enforcement.** Enforce state laws, local ordinances and traffic enforcement to ensure safety. Investigates criminal acts; apprehends, arrests, and detains criminal suspects when necessary. Identifies and issues citations to violators of misdemeanor offences. Enforces laws and apprehends misdemeanor and felony violators and fugitives. Arrests and transports persons found to have committed a criminal act. Testifies in court proceedings, ALR and evidentiary hearings, and gives depositions.
- **Investigation.** Conducts criminal investigations. Responsible for identifying, collecting, preserving, and securing evidence from crime scenes in a manner that protects chain of custody. Interviews witnesses, victims, suspects, arrested persons and informants to obtain pertinent information concerning accidents and crimes. Prepares detailed reports. Investigates motor vehicle accidents.
- **Court Security.** Provide security for court proceedings, including escorting inmates and jurors and maintaining order within the courtroom.
- **Warrant Service.** Serve warrants including, locating and arresting or causing the arrest of persons wanted on criminal warrants. Performs civil process duties including but not limited to summonses, subpoenas, and other court-related documents.

- Records. Performs considerable report and record maintenance duties, for example, crime reports, felony reports, statements, arrest reports, warrant forms, inventory and search, and property receipts. Submits all required reports in a complete, legible, accurate and timely manner.
- Performs other duties as assigned such as animal control, search and rescue, and assisting other emergency services.

Other Knowledge, Skills and abilities

- Knowledge of Federal laws, State statutes and Local ordinances
- Good legal and procedural knowledge of the Texas Penal Code and Code of Criminal Procedure
- Ability to read and interpret documents such as regulations, operating instructions, legal documents and procedure manuals.
- Knowledge of crime prevention techniques
- Knowledge of crime scene investigation
- CPR and First Responder knowledge
- Safe operation of a variety of firearms, impact weapons and chemical agents
- Skill in operating motorized vehicles under adverse conditions
- Ability to communicate effectively with superiors and the general public
- Ability to maintain composure under emergency situations and stressful conditions

Minimum Qualifications:

- Minimum age of 21
- Valid / current Texas driver's license
- High School diploma or GED
- Basic Peace Officer's Certification through the Texas Commission on Law Enforcement (TCOLE); or if uncertified, must be capable of successfully completing the police academy and passing the TCOLE peace officer's exam
- Experience is preferred but not mandatory

Obtain Applications: Download application online at www.co.lampasas.tx.us under 'Employment Opportunities';
or pick up application in the Human Resources office:
409 S Pecan St. Ste 209; Lampasas, TX 76550

Submit Applications To: Human Resources Office via email:
human.resources@co.lampasas.tx.us
or in person to the Sheriff's Office:
1210 Barnes St.; Lampasas, TX 76550

Application Deadline: Open until filled