



POSITION DESCRIPTION

TITLE:	Deputy Sheriff	LAST UPDATED:	December 2019
DEPARTMENT:	Sheriff's Office	FLSA STATUS:	Non-Exempt

FLSA destination cannot be assigned to a job class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designations included on the job description are for general administrative guidelines.

SUMMARY: Under basic supervision, performs patrol duties to prevent, detect, and respond to suspicious, illegal, and emergency activities and situations. May be assigned animal control or court security tasks.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Responds to calls for service for emergency and non-emergency situations; provides assistance, direction, and support to callers; may assist first responders in life saving measures to include CPR, first aid, and building evacuations.
- Conducts initial investigations of crime scenes and incidents to obtain pertinent facts and information; collects and preserves evidence; interviews witnesses, victims, or suspects involved in incidents and crimes; arrests individuals as appropriate; appears in court as a witness to provide testimony.
- Prepares reports, forms, and documents related to patrol and investigation activities; notifies shift supervisor of all matters of concern, directives, problems, and current events effecting law enforcement activities; maintains all issued equipment.
- Participates in emergency and disaster management, special events and VIP security, tactical situations, and court security.
- Hand delivers various court documents to include warrants and executions, to parties named in court actions; issues and serves summonses and citation when required.
- Monitors access to Courthouse through the screening process during entry; makes in-court arrests as necessary; coordinates extraditions and transport or prisoners.
- Supports the relationship between the Teton County staff and the general public by demonstrating courteous and cooperative behavior when interacting with community members, visitors, and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent; **AND** the ability to successfully complete required Wyoming Law Enforcement Academy training and evaluations; **OR** an equivalent combination of education, training, and experience.

Required Licenses and Certifications:

- Must possess a valid Wyoming/Idaho Driver's License and maintain an acceptable driving record.
- Obtain Peace Officer Standards and Training Board Peace Officer Certification within one year of hire date.
- CPR/ First Aid Certification within one year of hire date.
- Specific technical skills training and certifications may be required depending upon area of assignment.
- Must successfully complete TCSO FTO program within one year of hire date.

Required Knowledge of:

- Federal, state, and local civil and criminal laws, regulations, and procedures.

- Principles and procedures of recordkeeping, reporting and retention.
- Safety rules and regulations, occupational hazards, and safety precautions.
- Self-defense, crowd control, verbal de-escalation, and weapon handling practices, techniques, and procedures.

Required Skills in:

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely
- Preparing and implementing department-wide budgets.
- Utilizing problem solving strategies.
- Responding calmly and appropriately to emergency and/or life-threatening situations.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Performing first aid and CPR.
- Utilizing firearms and other assigned equipment safely, and according to procedure.

Physical Demands/Work Environment:

- Work is performed in a standard office environment, with field work performed in various locations both indoors and outdoors; field work may require constant physical efforts, and exposure to dangerous persons, substances, situations, tools, and equipment; safety precautions must be followed, including use of safety equipment.