Renville County Job Description
Sheriff – Patrol Deputy

EXEMPT: No DIVISION: Sheriff
REPORTS TO: Sheriff, Chief Deputy PAYGRADE: 9
PREPARED BY: Sheriff’s Office POINTS:
APPROVED BY: Renville County Board of Commissioners DATE: 2013

JOB SUMMARY:

The Patrol Deputy performs a variety of duties and tasks related to the protection of life, limb and property.

The most important and essential job function of the position is attitude which includes the following: interacting positively and professionally with the public and co-workers, work as a team member, function under intense time pressure and respond in a positive manner to supervision.

The Deputy Sheriff may perform other related duties and tasks as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING: (Other responsibilities and duties may be assigned)

Testify at trials, hearings or Grand Juries
Conduct traffic stops and traffic law enforcement and control traffic at accident scenes
Respond to bomb threats, rescue situations, alarm calls, civil unrest or riots and domestic abuse situations
Inspect and maintain issued equipment, patrol vehicle and firearms as needed
Initiate investigations of death scenes, property crimes, crimes against the state and society
Prepare original and supplemental reports, complaint affidavits, and notices to appear
Maintain daily officer log sheets, records of dispositions, notes of warnings, arrests or contacts
Review statutes, ordinances, directives, and policy statements as needed
Conduct active patrol with in the County for the purpose of law enforcement
Serve arrest warrants, conduct frisk or pat down searches
Search/assist in locating missing/lost persons
Conduct DWI investigations
Search for and process evidence and recovered items
Conduct vehicle pursuits when needed
Control disorderly or irate persons, including those who are mentally ill or intoxicated
Conduct accident investigations including performing first aid, interviewing victims and witnesses, and filing the appropriate State reports

Assist with execution of search warrants and conduct building/residential searches

Assist other agencies when necessary

**Community Policing/Public Safety:**
Provide information to citizens on public safety issues such as drug, driver safety, and home security

Provide funeral escort services

Investigate/isolate hazardous materials

Warn citizens of dangers and/or hazardous weather conditions

Assist during times of natural disaster

Assist stranded motorists

**Civil:**
Serve Subpoenas, Orders for Protection, Restraining/Harassment Orders and other civil process papers

Counsel persons involved in disputes

**Jail/Dispatch:**
Book and fingerprint inmates/prisoners when requested

Respond to calls from the jailer for assistance

Assist in Dispatch during emergency situation or as necessary

Transport arrestees to Jail, inmates to/from Court, to/from medical facilities, to/from other jails

Assist with meals for the inmates when requested

**Evidence:**
Photograph persons, evidence, crime scenes, seized/impounded property or vehicles

Collect latent fingerprints

Seize/confiscate illegal substances

Document and secure found or acquired property

**Drug:**
Investigate illegal narcotics activities and prepare appropriate documentation for seizure of evidence and prosecution of the offenders

Establish contacts/confidential informants
Bailiff/Court Officer:
Keep order in the courthouse courtroom

Act as an officer of the court when requested

Conducts security sweeps of the courthouse and courtrooms

K-9 Program:
May be selected to be an Office K-9 handler, which entails being responsible for the handling, daily care and ongoing training of Office canine animal. Also entails responding to calls for K-9 assistance (while on or off duty) and conducting public presentations concerning the Sheriff’s Office K-9 program.

QUALIFICATION REQUIREMENTS:
To perform the job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
Associates degree (A.A.) in Criminal Justice or related area; must be licensed as a peace officer under the requirements of the MN Board of Peace Officer Standards and Training. Prior military or law enforcement experience is preferred.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before people, on the phone or radio, and over intercoms.

MATHMETICAL AND COMPUTER SKILLS:
Ability to calculate figures and amounts such as interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Ability to use an IBM compatible personal computer, laptop computer, and other specialized computer systems for data retrieval, word-processing, report writing and other computer related duties.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form/

CERTIFICATES, LICENSES, REGISTRATIONS:
Licensed as a peace officer under the requirements of the Minnesota POST Board
Valid Minnesota Driver’s License
Annual qualification in the use of force and weapon
Maintain Minnesota POST board licensure by meeting ongoing educational requirements
ABILITY:
Draw diagrams of crime and accident scenes
Comprehend complex instructions and circumstances and draw concrete conclusions from varied facts and evidence during high stress situation
Operate public address systems, technical equipment used in evidence collection and preservation
Conduct pat down searches for weapons and evidence
Operate an M26 Taser and be knowledgeable of the proper procedures to follow after it’s use
Have a basic understanding of command structure and be able and willing to follow commands as given
Be familiar with the use of various computer systems (laptops in the squads, computers in Dispatch, etc.)
Familiarity with weapons in order to maintain duty weapons and clear and secure weapons in evidence
Recognize danger or potential hazards such as HazMat situations and sever weather
Operate a motor vehicle and be able to perform minor vehicle maintenance if required

REQUIRED SKILLS AND KNOWLEDGE:
Knowledge of RCSO policy and procedures, Minnesota State Statues, Domestic violence procedures, Child/elderly abuse procedures, Specialty team procedures, and Criminal Justice System Case law
Characteristics of the geographical area
Defensive tactics and Crowd control techniques and the proper application of the Use of Force Continuum
Proper Radio procedures
Fingerprinting processing, evidence identification and processing techniques and narcotics field test procedures
35 mm, digital and video camera operation
Weapon nomenclature and maintenance
Community assistance services available in the area
Abnormal behavior and the effects of intoxicants/drugs along with field sobriety testing
Building/residential/area search techniques
Proper use of tire deflating equipment
Accident investigation
First Aid/CPR

SKILLS:
Tactical/defensive driving
Interpersonal communication skills including Interviewing and interrogation techniques and Tactical communication procedures
Weapons qualification/proficiency
Basic organizational skills
Defensive tactics and prisoner control techniques, including both verbal and hands-on techniques

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently requires the exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms, pushing or pulling, lifting and repetitive motions. Occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying
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detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; w

The noise level is generally in a moderately noisy location (e.g. business office, light traffic).