

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY SHERIFF I/II
CLASS CODE: I - 4012 II - 4024
FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE
EFFECTIVE DATE: 8/26/2014 (REVISED 4/5/2013 VERSION of 4012; 4024 IS NEW)
DEPARTMENT: SHERIFF - JUDICIAL SERVICES

JOB SUMMARY

Under general supervision of a Sergeant-Enforcement, performs court security services and/or assigned law enforcement activities.

CLASS CHARACTERISTICS

Deputy Sheriff I: this is the entry level classification for a certified Law Enforcement Officer within the Sheriff's Office.

Deputy Sheriff II: incumbents in this classification have experience and/or education qualifying them for this working level of the Deputy Sheriff series.

ESSENTIAL FUNCTIONS

Deputy Sheriff I

Transports inmates and/or criminals to the Utah County Security Center (jail) or the courts.

Provides security for the Judge and individuals in the court room including observing, arresting, and detaining persons who may pose a threat to judges, personnel, and the public.

Provides security for court facilities including Provo Judicial Center and Juvenile Court by monitoring alarm systems, patrolling interior and exterior of facilities, monitoring building entrances using a computer, monitoring video surveillance cameras, alerting the roving deputy as needed, and reporting safety and security hazards.

Responds to emergency situations and provides CPR and First Aid.

Screens all persons entering the court for weapons and contraband including using a magnetometer.

Oversees bailiffs and other security personnel when requested and performs functions of bailiff as needed.

Opens court sessions and conducts court support activities including summoning each case, announcing case and name of defendant, and maintaining records including the number of cases on each docket.

Records court papers to be served including summons, order to show cause, subpoenas, warrants, take in custody, and all other due process in a timely manner.

Serves civil warrants and court papers including summons, order to show cause, subpoenas, and serves felony and misdemeanor warrants at assigned facilities as required by federal, state, and local statutes.

Makes warrant and warrantless arrests at assigned facility or as required.

Assists in training new personnel.

Responds to questions, complaints, and requests for assistance from the public.

Prepares various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.

Coordinates activities with other divisions, departments, and outside agencies.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Appears in court and before other quasi-legal bodies and gives testimony regarding investigations, arrests, and other information.

Provides security for county facilities including the state and county regional government complex as needed.

ESSENTIAL FUNCTIONS

Deputy Sheriff II (in addition to the duties described above)

Assist with supervisory duties in the absence of the assigned supervisor.

Assists with in-state and out-of-state extraditions.

Makes warrant and warrantless arrests, as assigned, throughout the county.

Serves criminal and civil process throughout the county.

Assists with high-risk fugitive apprehension throughout the county and state.

KNOWLEDGE, SKILLS, AND ABILITIES

Deputy Sheriff I

Basic Knowledge of: psychological and sociological conditions and issues related to human development and criminal behavior; the Code of Conduct for a Utah County Deputy; civil and criminal law and regulations pertaining to court procedures.

Skill in: the use of firearms and police equipment; reading, writing, and basic math; word processing, data entry, and basic programs; analytical problem solving; document composition and maintaining files, records, and reports.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; defuse or control hostile situations; make rapid and sound decisions and solve problems under pressure; communicate effectively verbally and in writing; coordinate multiple tasks efficiently.

Deputy Sheriff II (in addition to the knowledge, skills, and abilities described above)

Basic Knowledge of: geography of Utah County.

Working Knowledge of: psychological and sociological conditions and issues related to human development and criminal behavior; the Code of Conduct for a Utah County Deputy; civil and criminal law and regulations pertaining to court procedures.

PHYSICAL DEMANDS

Deputy Sheriff I

Must be able to meet all physical requirements established by the Utah State Peace Officer Standards and Training Certification Agency (P.O.S.T).

Regularly: walks, stands, and stoops; sits at a desk or table; works for sustained periods of time maintaining concentrated attention to detail; communicate via radios;

Occasionally: lifts or otherwise moves objects weighing up to 50 pounds; restrains individuals weighing 200 pounds or more; distinguishes between shades of color; uses tools or equipment requiring a high degree of dexterity; walks, runs, or crouches on narrow or slippery surfaces.

Deputy Sheriff II (in addition to the physical demands described above)

Regularly: drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is generally performed in an environmentally controlled building. Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or

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infectious diseases or hazardous chemicals. Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

EDUCATION AND EXPERIENCE

Deputy Sheriff I: high school diploma or equivalent and successful completion of Law Enforcement Officer certification requirements as established by P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) OR one (1) year of work experience performing general law enforcement activities. Equivalent combinations of related education beyond high school and work experience will also be considered.

Deputy Sheriff II: bachelor's degree in psychology, sociology, education, criminal justice, communications or any social science field. Equivalent combinations of education and experience that will also be considered are an associate's degree in psychology, sociology, education, criminal justice, communications or any social science field plus two (2) years of certified law enforcement work experience OR four (4) years of certified law enforcement work experience.

LICENSING, CERTIFICATION AND OTHER REQUIREMENTS

Selected applicants are subject to, and must pass, a full background check.

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Requirements for obtaining Law Enforcement Officer certification include being 21 years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test which include cardiovascular endurance, muscular endurance, and strength testing. Once obtained, incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training.

Deputy Sheriff I: incumbents must possess or obtain Law Enforcement Officer certification through P.O.S.T. (the Utah State Peace Officer Standards and Training Certification Agency) during the probationary period for new hires, the trial period for county employees promoted through a competitive recruitment, or the first six months in the classification for county employees reassigned or transferred into the classification.

Deputy Sheriff II: incumbents must possess or obtain Law Enforcement Officer certification through P.O.S.T. (the Utah State Peace Officer Standards and Training Certification Agency) during the probationary period for new hires, the trial period for county employees promoted into this classification through a competitive recruitment process, or the first six months in the classification for county employees selected from a register for reassignment or transfer into the classification. County employees being reassigned or transferred without being on a register or those promoted through career ladder advancement must possess Law Enforcement Officer certification upon reassignment, transfer or career ladder promotion.

CAREER LADDER ADVANCEMENT

For promotion through career ladder advancement from Deputy Sheriff I classification to the Deputy Sheriff II classification there must be funding in the budget and the employee must: 1) possess Law Enforcement certification, 2) meet the education/experience requirements of the Deputy Sheriff II classification, 3) have written recommendation from the Chief Deputy-Enforcement and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.