

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY SHERIFF - ENFORCEMENT  
CLASS CODE: 4016  
FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE  
EFFECTIVE DATE: 8/24/2015 (REVISED 07/29/2014 VERSION)  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Under general supervision of a Sergeant-Enforcement, performs field Peace Officer duties at the full-performance level. Incumbents may be assigned to Investigations, Patrol, Emergency Services or Judicial Services.

## **GENERAL ESSENTIAL DUTIES**

Enforces federal, state, and local laws and performs arrests for criminal activities; serves criminal warrants as required by federal, state, and local statutes.

Responds to questions, complaints, and requests for assistance from the public; performs CPR and administers first aid.

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

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

Makes public presentations on crime prevention, safety, and emergency preparedness.

### ***Additional Responsibilities May Include:***

Performs and/or instructs in various speciality capacities as assigned such as Bomb Technician, Traffic Accident Investigator, School Resource Officer, JCAT, SWAT, K9, Animal Control Officer, Firearms, Emergency Vehicle Operations, RAD Kids and other speciality assignments.

## **ADDITIONAL ESSENTIAL DUTIES SPECIFIC TO ASSIGNED FUNCTION**

*Incumbents may be assigned duties from one or more of the following functions:*

### **Investigations**

Investigates crimes against persons such as homicide, assault, kidnaping, and sex offenses including child sexual and physical abuse.

Identifies suspects from available evidence on referred cases; interviews and interrogates suspects, witnesses, and informants and confirms information received; performs undercover investigation of suspects.

Develops informants and supervises activities to ensure legal compliance.

Maintains an intact chain of custody for case load evidence including collection, preserving, retrieving, transporting, and disposal.

Files charges with the County Attorney's Office; follows assigned cases through court and presents expert testimony and evidence as needed.

Purchases controlled substances from known and sometimes armed felons and monitors controlled buys using informants and/or video and audio surveillance; identifies violations on all levels including manufacture, sale, purchase, and use.

Conducts technical surveillance of suspects through lawful use of pen registers, phone tolls, trap and trace, wire taps, and mail covers; conducts physical surveillance of suspects, residences, vehicles, and businesses including

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serial and photographic techniques.

Directs, manages and processes crime scenes to include recognizing, securing, collecting and preserving evidence.

Drafts court documents necessary to apprehend suspects and seize controlled substances and evidence; writes investigative subpoenas in support of search and arrest warrants; plans and executes search and arrest warrants in accordance with established risk assessment procedures.

Utilizes current case management software to create, document, and update cases.

Insures accurate entries and updates into the National Crime Information Computer and/or other data bases system.

***Additional Duties May Include:***

Assess the safety of victims and others.

Assess for future victimization.

Assess family needs and broker resources.

Provides and utilizes crisis intervention skills with special victims.

Specialized training to work with victims and families of sexual assaults and abuse of children and vulnerable adults.

Collaborate within a multi-disciplinary team setting.

**Patrol**

Provides a high visual profile to County citizens and maintains security for public and private property.

Enforces criminal and traffic laws pro-actively including speed and DUI regulations and alcohol and drug violations.

Issues traffic citations; controls and directs vehicle traffic; assists motorists with automobile breakdowns; investigates traffic accidents including collecting measurements, gathering evidence, and preparing diagrams and sketches.

Responds to calls for service from the public on criminal and civil problems; isolates, interviews, and interrogates suspects and witnesses to collect detailed statements of events.

Collects, photographs, and marks evidence including fingerprints, detailed sketches, and measurements from crime scenes.

Notifies family members of deceased individuals.

Prepares records for court proceedings and testifies in court as needed.

Conducts searches of vehicles and buildings to locate suspected criminals or barricaded armed persons; provides riot and crowd control and VIP protection.

***Additional Duties May Include:***

Investigates and enforces compliance with animal regulations including issuing citations for animals and livestock at large, animal bites, cruelty to animals, and animal deaths, etc.

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Responds to crisis and emergency situations involving animals; restrains and transports a variety of small and large animals including horses and domesticated animals such as dogs, cats, birds, and reptiles.

Performs animal first aid and shelter maintenance duties such as feeding and caring for impounded livestock as well as watering pastures and cleaning pens as needed..

Performs animal euthanasia in a humane, safe, and professional manner.

**Judicial Services**

Arrests and transports prisoners to and from detention facilities; extradites prisoners from out of state detention facilities; serves criminal and civil warrants; collects and safe-keeps bail both in cash and checks.

Serves all types of civil process including but not limited to summons, orders to show cause, subpoenas, notices, orders, etc.; enforces all types of court orders including but not limited to evictions, child pickup orders, writs, property seizures, etc; researches issues associated with civil process and meets with county attorneys to resolve problems and conflicts.

Coordinates and/or conducts sheriff sales, the preparation of deeds after sales, the review of sales to ensure compliance with state law, and the distribution of funds received from sales; coordinates the preparation of legal paperwork and continuously interacts with the public and law firms regarding sheriff sales and service and enforcement of all civil process.

Assists the County Treasurer and Assessor with enforcing tax delinquencies by serving notices and seizing and selling property.

Employs investigative techniques such as physical surveillance of residences, vehicles, and places of employment, writing investigative subpoenas and search warrants, and conducting interviews to locate fugitives, property on court orders, and civil process defendants.

Serves and reviews protective and stalking orders and assists other divisions and agencies with investigations of criminal conduct; furnishes information to citizens; monitors the listing on statewide and local databases and maintains compliance with state mandates.

Serves as liaison with the courts and other police agencies and meets with state and local officials to set policy on domestic violence and other civil process; conducts training, including writing lesson plans and pamphlets or guides, on domestic violence, protective orders, and other civil process for citizen groups and police agencies.

**Emergency Services**

Responds to emergencies such as natural disasters, drownings, stranded or lost hikers, severe weather, chemical spills or any situation that poses a risk to the public; may serve as initial incident commander.

Coordinates triage, treatment, and evacuation of victims.

Coordinates, trains and supervises citizen volunteers; ensures proper training, equipment, and overall safety compliance.

Tracks the National Incident Management System (NIMS) training and compliance records.

Insures maintenance and upkeep of various specialized emergency response vehicles and equipment.

Plans, coordinates, and executes mock disaster drills and other training exercises.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:** criminal law, civil law and court procedures; geography of Utah County.

**Skill in:** the use of firearms and police equipment including emergency vehicles, intoxilizer, field

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sobriety tests, and radar equipment; interviewing techniques; word processing and other basic software applications; reading, writing, and basic math; crime scene analysis techniques; giving presentations and instructing others.

**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; maintain files, records, and reports; coordinate multiple tasks efficiently; create and organize lesson plans.

Incumbents may be required to possess or acquire additional knowledge, skills, and abilities specific to functional areas of assignment and/or specialty assignments.

**PHYSICAL DEMANDS**

Incumbents must meet physical requirements established by P.O.S.T. and may be required to successfully complete annual department fitness testing.

**Regularly:** walks, stands, or stoops; drives a motor vehicle; lifts or otherwise moves objects weighing up to 50 pounds; works for sustained periods of time maintaining concentrated attention to detail; uses a full spectrum of visual capabilities including distinguishing between shades of color; communicate via radios.

**Occasionally:** restrains individuals weighing 200 pounds or more; uses equipment requiring a high degree of dexterity; walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces.

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

**WORKING CONDITIONS**

Work is typically performed in the field and is performed for sustained periods outdoors and regularly in hot, cold, or inclement weather. 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 infectious diseases or hazardous chemicals. Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves. Incumbents typically work a variety of shifts on a rotational schedule including nights, weekends, and holidays.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent and three (3) years of work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer. Related completed degrees beyond high school will also be considered in meeting up to one (1) year of the three (3) year experience requirement.

**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 sixty days of employment.

Applicants must possess either current Utah Law Enforcement Officer or Corrections Officer certification to compete for selection to a position in this classification. If selected, applicants qualifying with Corrections Officer certification must 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 or during the trial period for promoted County employees.

County employees being reassigned or transferred to this classification must possess Law Enforcement Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete other required annual training including but not limited to firearms and Emergency Vehicle Operation training.

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.