



# Deputy Sheriff II - Enforcement

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 510  
Supervisory: No  
Reports to: Sergeant - Enforcement

### 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.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Enforce federal, state, and local laws and perform arrests for criminal activities; serve criminal warrants as required by federal, state, and local statutes.
2. Respond to questions, complaints, and requests for assistance from the public; perform CPR and administer first aid.
3. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and procedure requirements.
4. Coordinate activities with other divisions, departments, and outside agencies.
5. Make public presentations on crime prevention, safety, and emergency preparedness.
6. May perform and/or instruct in various specialty 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 specialty assignments.

May be assigned duties from one or more of the following functions:

#### Investigations

1. Investigate crimes against persons such as homicide, assault, kidnaping, and sex offenses including child sexual and physical abuse.
2. Identify suspects from available evidence on referred cases; interview and interrogate suspects, witnesses, and informants and confirm information received; perform undercover investigation of suspects.
3. Develop informants and supervise activities to ensure legal compliance.

#### For Office Use Only

Job Code: 4016  
Job Title: Deputy Sheriff II - Enforcement  
FLSA: Non-Exempt  
Effective Date: 12/27/2018  
Public Safety: Yes

Worker's Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

4. Maintain an intact chain of custody for case load evidence including collection, preserving, retrieving, transporting, and disposal.
5. File charges with the County Attorney's Office; follow assigned cases through court and present expert testimony and evidence as needed.
6. Purchase controlled substances from known and sometimes armed felons and monitor controlled buys using informants and/or video and audio surveillance; identify violations on all levels including manufacture, sale, purchase, and use.
7. Conduct technical surveillance of suspects through lawful use of pen registers, phone tolls, trap and trace, wire taps, and mail covers; conduct physical surveillance of suspects, residences, vehicles, and businesses including serial and photographic techniques.
8. Direct, manage and process crime scenes to include recognizing, securing, collecting and preserving evidence.
9. Draft court documents necessary to apprehend suspects and seize controlled substances and evidence; write investigative subpoenas in support of search and arrest warrants; plan and execute search and arrest warrants in accordance with established risk assessment procedures.
10. Utilize current case management software to create, document, and update cases.
11. Ensure accurate entries and updates into the National Crime Information Computer and/or other data bases system.
12. May assess the safety of victims and others.
13. May assess for future victimization.
14. May assess family needs and broker resources.
15. May provide and utilize crisis intervention skills with special victims.
16. May use specialized training to work with victims and families of sexual assaults and abuse of children and vulnerable adults.
17. May collaborate within a multi-disciplinary team setting.

#### Patrol

1. Provide a high visual profile to County citizens and maintain security for public and private property.
2. Enforce criminal and traffic laws pro-actively including speed and DUI regulations and alcohol and drug violations.
3. Issue traffic citations; control and direct vehicle traffic; assist motorists with automobile breakdowns; investigate traffic accidents including collecting measurements, gathering evidence, and preparing diagrams and sketches.
4. Respond to calls for service from the public on criminal and civil problems; isolate, interview, and interrogate suspects and witnesses to collect detailed statements of events.
5. Collect, photograph, and mark evidence including fingerprints, detailed sketches, and measurements from crime scenes.
6. Notify family members of deceased individuals.
7. Prepare records for court proceedings and testify in court as needed.

#### For Office Use Only

Job Code: 4016  
 Job Title: Deputy Sheriff II - Enforcement  
 FLSA: Non-Exempt  
 Effective Date: 12/27/2018  
 Public Safety: Yes

Worker's Compensation: County  
 Background Level: Sworn  
 Safety Sensitive: Yes  
 DOT: No  
 ML: Individual Contributor

8. Conduct searches of vehicles and buildings to locate suspected criminals or barricaded armed persons; provide riot and crowd control and VIP protection.
9. May investigate and enforce compliance with animal regulations including issuing citations for animals and livestock at large, animal bites, cruelty to animals, and animal deaths, etc.
10. May respond to crisis and emergency situations involving animals; restrain and transport a variety of small and large animals including horses and domesticated animals such as dogs, cats, birds, and reptiles.
11. May 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.
12. May performs animal euthanasia in a humane, safe, and professional manner.

#### Judicial Services

1. Arrest and transport prisoners to and from detention facilities; extradite prisoners from out of state detention facilities; serve criminal and civil warrants; collect and safe-keeps bail both in cash and checks.
2. Serve all types of civil process including but not limited to summons, orders to show cause, subpoenas, notices, orders, etc.; enforce all types of court orders including but not limited to evictions, child pickup orders, writs, property seizures, etc.; research issues associated with civil process and meet with county attorneys to resolve problems and conflicts.
3. Coordinate and/or conduct 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; coordinate 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.
4. Assist the County Treasurer and Assessor with enforcing tax delinquencies by serving notices and seizing and selling property.
5. Employ investigative techniques such as physical surveillance of residences, vehicles, and places of employment; write investigative subpoenas and search warrants; and conduct interviews to locate fugitives, property on court orders, and civil process defendants.
6. Serve and review protective and stalking orders and assist other divisions and agencies with investigations of criminal conduct; furnish information to citizens; monitor the listing on statewide and local databases and maintain compliance with state mandates.
7. Serve as liaison with the courts and other police agencies and meet with state and local officials to set policy on domestic violence and other civil process; conduct 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

1. Respond 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.
2. Coordinate triage, treatment, and evacuation of victims.

#### For Office Use Only

Job Code: 4016

Job Title: Deputy Sheriff II - Enforcement

FLSA: Non-Exempt

Effective Date: 12/27/2018

Public Safety: Yes

Worker's Compensation: County

Background Level: Sworn

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

3. Coordinate, train and supervise citizen volunteers; ensure proper training, equipment, and overall safety compliance.
4. Track the National Incident Management System (NIMS) training and compliance records.
5. Ensure maintenance and upkeep of various specialized emergency response vehicles and equipment.
6. Plan, coordinate, and execute mock disaster drills and other training exercises.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of criminal law, civil law and court procedures
- Considerable knowledge of the geography of Utah County
- Skilled in the use of firearms and police equipment including emergency vehicles, intoxilizer, sobriety tests, and radar equipment
- Skilled in interviewing techniques
- Skilled in word processing and other basic software applications
- Skilled in reading, writing, and basic math
- Skilled in crime scene analysis techniques
- Skilled in giving presentations and instructing others
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to defuse or control hostile situations
- Ability to make rapid and sound decisions and solve problems under pressure
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently
- Ability to 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.

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is typically performed in the field which exposes the employee to all weather conditions. This job requires wearing a bullet-resistant, protective vest and the use of protective devices such as personal body armor, firearms, and pepper spray. This position is exposed to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. While performing the essential duties of the position, the employee is exposed to unknown, dangerous, and/or life-threatening conditions and to possible bodily injury from potentially hostile environments. The employee may be exposed to

For Office Use Only

Job Code: 4016

Job Title: Deputy Sheriff II - Enforcement

FLSA: Non-Exempt

Effective Date: 12/27/2018

Public Safety: Yes

Worker's Compensation: County

Background Level: Sworn

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

contagious or infectious diseases or hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. The employee regularly drives a motor vehicle. This position exposes incumbent to hazard uncertainty and requires physical readiness and conditioning. The employee may intermittently restrain individuals weighing 200 pounds or more. Must be able to meet all physical requirements established by the Utah State Peace Officer Standards and Training Certification Agency (P.O.S.T).

### **Position Type / Expected Hours of Work**

This position must work eighty (80) hours each two-week pay period to maintain full-time status. The ability to work a variety of shifts on a rotational schedule including nights, weekends, and holidays is a requirement.

### **Travel**

This position travels within Utah County daily, and some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Requirements for Internal Applicants (current Career Service employees)**

1. High school diploma or equivalent (GED).
2. Three (3) years of work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer.
3. Related completed degrees beyond high school will also be considered in meeting up to one (1) year of the three (3) year experience requirement.
4. Must possess a valid State of Utah Driver's License.
5. 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. during the trial period. Said trial period shall not exceed twelve (12) months.

#### For Office Use Only

Job Code: 4016  
Job Title: Deputy Sheriff II - Enforcement  
FLSA: Non-Exempt  
Effective Date: 12/27/2018  
Public Safety: Yes

Worker's Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

### **Requirements for External Applicants**

1. High school diploma or equivalent (GED).
2. Three (3) years of work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer.
3. Related completed degrees beyond high school will also be considered in meeting up to one (1) year of the three (3) year experience requirement.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah Driver's License within sixty (60) days of employment.
5. 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. during the probationary period. Said probationary period shall not exceed twelve (12) months.

### **Additional Eligibility Qualifications**

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.
2. County employees being reassigned or transferred to this classification must possess Law Enforcement Officer certification upon reassignment or transfer.
3. 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.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

### **Signatures**

This job description has been approved by all levels of management:

#### **For Office Use Only**

Job Code: 4016  
Job Title: Deputy Sheriff II - Enforcement  
FLSA: Non-Exempt  
Effective Date: 12/27/2018  
Public Safety: Yes

Worker's Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 4016

Job Title: Deputy Sheriff II - Enforcement

FLSA: Non-Exempt

Effective Date: 12/27/2018

Public Safety: Yes

Worker's Compensation: County

Background Level: Sworn

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor