

## IMPERIAL COUNTY

### CLASS TITLE: DEPUTY SHERIFF

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, performs law enforcement and related services to safe guard the lives, property and constitutional rights of citizens in the County; responds to crime and accident scenes, emergency situations and other requests for assistance; detects, apprehends and arrests criminals; enforces State and Federal laws and County ordinances; performs a variety of specialized duties as assigned.

#### DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Deputy Sheriff series. Deputy Sheriff incumbents are sworn law enforcement officers, assigned patrol, bailiff, transportation or investigation duties, and many participate in specialized programs such as the Special Emergency Response Team (SERT) and Imperial County Sheriff's Underwater Recovery Team (ICSURT). Incumbents assigned to the Safety Boating Unit patrol by vessel and motor vehicle to assure that the public utilizes waterways in a safe and responsible manner, and incumbents are knowledgeable in small vessel operation. This classification differs from Senior Deputy Sheriff in that incumbents perform the full scope of law enforcement tasks consistent with the entry level.

#### ESSENTIAL FUNCTIONS:

Adhere to departmental protocols, policies and procedures while performing daily duties or representing the agency.

Apprehend arrest and transport suspects to jail.

Testify and appear in court as to investigative findings.

Transport inmates for court appearances, psychological and medical evaluation and treatment, and other activities which require leaving the jail.

Utilize and maintain a variety of specialized equipment such as radios, baton, kubaton, handcuffs, flares and field test kits, mace or other equipment as defined by the department.

Utilize and maintain department issued firearms; ensure shooting proficiency within department guidelines.

Utilize and maintain assigned vehicles; ensure adherence with department sponsored driver training and defensive driver practices while on duty or conducting business on behalf of the County.

Serve warrants and arrest individuals following the law and proper procedures.

Respond to a wide variety of calls for service citizens in need of first aid, information and general assistance; check on the health and welfare of frail and elderly citizens as requested by family, friends and neighbors.

Patrol a designated area in a motor vehicle, off highway vehicle or vessel to detect or prevent criminal actions.

Patrol a designated area in a motor vehicle, off highway vehicle or vessel to detect or prevent

traffic/vessel accidents.

Prepare and maintain records and logs related to daily activities as required by the Department of Boating and Waterways.

Conduct boating safety classes educating the boating public concerning boating laws and required safety equipment.

Prepare proper reports and documentation relative to criminal and civil regulatory enforcement; utilize current Federal, State and Local laws, codes, rules and regulations.

Prepare clear and concise incident and investigative reports using appropriate Standard English;

Prepare and maintain records and logs related to daily activities as required by the assigned unit.

Perform preliminary investigations as required; assure protection of the crime scene and physical evidence; collect evidence and information ensuring confidentiality and strict operational security.

Maintain proper chain of custody protocols; package and document evidence accordingly.

Communicate with other County personnel, law enforcement agencies and health care providers to coordinate efforts, resolve problems and exchange information.

Plan and conduct investigations in specialized areas such as narcotics, deaths, internal affairs and scientific investigations; gather, preserve and analyze physical evidence.

Respond to and investigate deaths due to homicide, suicide, accidents, natural or undetermined causes; obtain, preserve and evaluate evidence.

Determine identity of the victim and manner of death as appropriate.

Plan, organize and coordinate the service of a variety of civil process papers and documents throughout the County; assure compliance with established procedures and legal requirements.

Perform bailiff duties as assigned, administering to the needs of the court and maintaining and preserving order in the courtroom to assure that proper decorum is observed by litigants, attorneys, witnesses and spectators.

Perform bailiff duties as assigned, assuring the safety and security of judges, court staff and jurors as required by law.

Handle specialized assignments throughout the department.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Sheriff's Department organization, policies and directives.

Principles, practices and procedures used in law enforcement.

Boating laws dealing with California waterways.

Federal, State, and County laws and ordinances.  
Recent legislation and court decisions affecting law enforcement activities.  
Rules of evidence and laws of arrest.  
Interviewing and interrogation techniques.  
Geography of the County and specific areas of assignment.  
Traffic and crowd control techniques.  
Crime scene preservation and investigation methods and techniques.  
Proper use and care of police weapons.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Oral and written communication skills.  
Interpersonal skills, using tact, patience and courtesy.  
Health and safety regulations.

**ABILITY TO:**

Protect the lives, property and constitutional rights of citizens in the County.  
Maintain current knowledge of the law and modern law enforcement techniques.  
Follow evidence protocol; proper chain of evidence documentation.  
Analyze situations accurately and adopt an effective course of action.  
Assure the safety and security of County jail inmates.  
Receive, book, process and discharge inmates.  
Supervise, observe, move, escort and secure inmates during daily activities.  
Present evidence and testimony in court.  
Respond to crime and emergency scenes and take immediate and appropriate action.  
Communicate effectively both orally and in writing.  
Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Understand and work within scope of authority.  
Relate effectively to people of a variety of cultures, languages, special needs and socio-economic situations.  
Establish and maintain cooperative and effective working relationships with others.  
Comply with safety standards and regulations.  
Add, subtract, multiply and divide quickly and accurately.  
Maintain records and prepare reports.  
Work independently with little direction.  
Observe legal and defensive driving practices.  
Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED and successful completion of a California P.O.S.T. Basic Law Enforcement Academy; possession of a valid Certificate of Completion or possess a current California POST Requalification Certificate.

**LICENSES AND OTHER REQUIREMENTS:**

POST Certificate, valid California Driver's License, and valid First Aid/CPR certificate.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments; subject to shift-work, evenings and variable hours; and drive a vehicle to conduct work.

**PHYSICAL:**

Above-average physical endurance, good balance, hearing, and vision.

**HAZARDS:**

Incumbents may be exposed to gunfire, toxic chemicals, communicable diseases, physical abuse from hostile or disoriented individuals, traffic hazards, occasional driving at high speeds, and adverse weather conditions.