



## DEPUTY SHERIFF

### **CLASS SUMMARY:**

Enforces laws and ordinances; investigates complaints and conducts investigations; may provide such law enforcement services as a resident deputy in a patrol district of the County; performs correctional work in the care, custody, and transportation of inmates in and out of the correctional facility; does related work as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

Works under the supervision of a designated superior who assigns and reviews work for effectiveness and conformance to laws, policies, procedures, rules and regulations. Supervision is not a normal responsibility of this position; however, supervisory responsibilities may be assigned on a temporary basis.

### **TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Duties may include, but are not limited to the following:  
Conform with the training requirements of the Department of Public Safety Standards and Training,
2. Conducts investigations and interviews; gathers evidence and takes statements of offenders and witnesses.
3. Patrols roads, highways and business areas in the enforcement of traffic and criminal laws; patrols rivers and lakes in patrol boats, enforcing water safety laws and regulations.
4. Maintains records and prepares reports necessary for official investigations, crime prevention, prosecution and office procedures.
5. Makes arrests and books inmates; transports inmates and patients under custody to institutions, courts and on extraditions.
6. Serves subpoenas and warrants of arrest and participates in a variety of court enforcement related duties.
7. Informs the public and answers inquiries regarding laws, ordinances rules and regulations.
8. Appears in court as a witness.
9. Maintains custody and surveillance of inmates confined in a correctional facility; observes and reports inmate behavior and physical condition; recommends inmate discipline and other actions; controls inmate movement within a correctional facility;

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	supervises and instructs inmates on work crews and on inmate program assignments.
10.	Inspects inmates' quarters for cleanliness; safety and contraband; implements inmate recreational activities; assists inmates and their families in contacting service agencies; provides routine information concerning inmate status and departmental policies and procedures.
11.	Controls public movement within a correctional facility.
12.	Prepares reports on inmates concerning incidents, population counts, inmate performance evaluations and other matters; operates communications equipment. Reviews and evaluates the work of inmates on special assignments; assists inmates in resolving problems encountered on special assignments.
13.	Serves and enforces eviction process, attachment of property and all related court orders.
14.	Maintains a complete and comprehensive record of all activities such as the time of the activity and all details required to make a return of service to the court, or affidavit of service when required.
15.	Maintains records and, when required, prepares reports necessary for official investigation, crime prevention, prosecution and office procedure.
16.	Assists in all avenues of public safety.

**Knowledge of** (position requirements at entry):

- Must be at least 21 years of age.
- Must be a citizen of the United States within one year of appointment.
- Must be of good moral character.
- Must not possess a felony criminal record.
- Working knowledge of police methods and procedures.
- Some knowledge of pertinent federal, state and local laws and ordinances.

**Ability to** (position requirements at entry):

- Pass the Department of Public Safety Standards and Training physical requirements.
- Properly utilize police equipment and techniques.
- Conduct investigations, collect, evaluate and analyze facts and to draw conclusions.
- Understand oral and written instructions.
- Communicate effectively both orally and in writing which includes the composition of handwritten material reports.
- Maintain order and supervise the conduct of inmates.
- Exercise mature judgment and react quickly and effectively in emergency and stressful situations.
- Perform strenuous physical activities.
- Establish and maintain harmonious and effective working relationships with employees, other agencies and the public.
- Work on any and all of the seven days of the week, including, but not limited to, Saturday or Sunday, or both.
- Work any shift of the day, including, but not limited to, swing or graveyard, or both.

**Training and Experience** (positions in this class typically require):

- Equivalent to the completion of the twelfth grade.
- Two years of experience dealing with the public.
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Licensing Requirements** :

- Possession of a current Oregon driver's license at the time of appointment.
- Possession of a basic certification in corrections and as a peace officer with the State of Oregon at the time of appointment or the ability to successfully apply for such certification.

**NOTE:** This position is represented by LCPOA.

**Classification History:**

Established 7/1/19 per Board Order 19-07-23-09  
FLSA Status: Non-Exempt