

JOB DESCRIPTION
ALLEN COUNTY SHERIFF'S OFFICE

DIVISION: Patrol Division
POSITION TITLE: Deputy Sheriff
PAY GRADE: Steps A through D
PROBATIONARY PERIOD: One Year

DEFINITION: Under general supervision, a Deputy Sheriff with the Allen County Sheriff's Office will perform a variety of law enforcement functions; and will perform other related work functions as required.

ESSENTIAL FUNCTIONS

In order to fulfill the mission, goals and objectives of the Allen County Sheriff's Office, officers and employees must have the ability to perform a variety of duties that are essential to the position. Therefore, all individuals applying for a Deputy Sheriff position will initially meet and maintain the following:

1. Speak, Write, and Read Reports & Comprehend Other Documents;
2. Handle Human Relations Problems;
3. Engage in Physical Activities;
4. Operate Patrol Vehicle;
5. Enforce Traffic Laws and Investigate Traffic Accidents;
6. Arrest and Detain Persons;
7. Use Physical Force to Control Persons;
8. Use Deadly Force;
9. Conduct Search and Seizure;
10. Protect Crime Scene and Collect Evidence and Information;
11. Provide Emergency Assistance;
12. Present Testimony.

An applicant for the position of Deputy Sheriff within the Allen County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of a Deputy Sheriff who is no longer able to comply with the requirements of the Allen County Sheriff's Office will be referred to the Sheriff or Chief Deputy.

POSITION REQUIREMENTS:

Individuals seeking employment with the Allen County Sheriff's Office as a sworn law enforcement officer must:

1. Be a United States citizen;
2. Be a resident of Ohio, or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid Driver License;

5. Never have been convicted of a felony, or a misdemeanor involving moral turpitude;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous convictions or current pending charges of driving while intoxicated or driving under the influence of drugs or alcohol;
8. Be subject to a thorough background investigation and personal interviews by agency personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [Dishonorable, or General discharges are not acceptable];
10. Demonstrate reading and comprehension skills in the English language to at least the 12th grade level through interviews and written demonstration of proficiency;
11. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
12. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
13. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
14. Undergo physical and psychological assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with the Allen County Sheriff's Office until such time as the issue or condition is resolved to the satisfaction of the original professional;
15. Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the State of Ohio, or have successfully completed the required Ohio Peace Officer Training Academy.

GENERAL DUTIES:

Sworn law enforcement officers of the Allen County Sheriff's Office are required to:

1. Provide general law enforcement services to those within the jurisdictional limits of the agency;
2. Preserve public peace;
3. Protect life;
4. Protect property;
5. Prevent crime;
6. Protect the constitutional rights of all persons encountered or arrested;

7. Formally advise all suspects in custody of their rights as assured by U.S. Constitution, and upon request provide those rights accordingly;
8. Provide equal protection for all;
9. Use force sparingly and only when necessary to effect a lawful end;
10. Enforce the laws of the state and other applicable ordinances;
11. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
12. Protect persons and property that may come under your charge or custody;
13. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
14. Remain on duty and fully conscious until the expiration of the shift, and/or relieved by a supervisor;
15. Maintain a clean and professional appearance while on duty;
16. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
17. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups;
18. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
19. Attend and complete all required training and demonstrations of proficiency;
20. Establish and maintain liaison with local, county, state, federal agencies, and public officials;
21. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of the Allen County Sheriff's Office.

SPECIFIC DUTIES:

In addition to the General duties, sworn officers of the Allen County Sheriff's Office will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Sheriff. The Deputy will:

1. Upon assuming duties each shift, review general orders, posted orders, directives, and policies and procedures for recent changes;
2. Respond to dispatch orders without unnecessary delay;
3. Routinely patrol and inspect Allen County Sheriff's Office jurisdictional areas as frequently as possible;
4. Maintain proactive patrol for targeted problem areas;
5. Be familiar with locations of streets and buildings within the jurisdictional limits of Allen County Sheriff's Office, thereby enabling officers to render information and assistance to the public and decreasing response time;
6. Use discretion to stop, warn, arrest, and escort potential, and would be violators;

7. Protect those in custody;
8. Conduct patrol activities in vehicle and on foot, being observant for traffic, misdemeanor, and felony offenders; &
9. Intervene to prevent crimes from occurring, maintain the peace, and warn, cite, or arrest offenders.

CHAIN OF COMMAND:

Deputies will work under the direct supervision of a Lieutenant overseeing the Shift or Division to which the officer is assigned. Newly appointed officers initially work under the supervision of a Field Training Officer [FTO], until the FTO approves the officer to perform duties on their own without constant direct supervision. Annual job performance evaluations are completed in writing and discussed with the performing officer by their Lieutenant. During this interview session, the officer, if requested will be provided a copy of the evaluation. The officer acknowledges receipt of the evaluation, and may respond in writing.

EDUCATION AND EXPERIENCE:

1. Have a high school diploma or equivalent (GED);
2. Successfully complete the required Ohio Peace Officers Certification and Training;
3. Demonstrated proficiency with all weapons carried;
4. Within twelve [12] months of initial hire, and each year thereafter, complete formal in-service training, to include personal protection and use of defensive weapons training, First aid, CPR and AED Certification. In lieu of these qualifications, a combination of other training and experience may be considered.

Received by: _____
(signature)

Date: _____

Witness: _____
(signature)