

FILLMORE COUNTY JOB DESCRIPTION

Deputy Sheriff

DEPARTMENT: Sheriff		JOB TITLE OF SUPERVISOR: Chief Deputy Sheriff and/or Sergeant	
PAY GRADE/RANGE:	BARGAINING UNIT: Part-time: Not Represented Full-time: LELS Local #85	FLSA STATUS: Non-Exempt	

GENERAL PURPOSE OF JOB

Under direction of the Sheriff, enforces State and local laws, apprehends criminals, prevents crime, serves civil processes, and protects property. Shifts may include working on weekends, holidays, nights and days.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

A Deputy Sheriff is responsible for the protection of life and property through the enforcement of laws and ordinances.

Work is performed under the general supervision of the Sergeant or Chief Deputy but the Deputy Sheriff must possess initiative and be capable of making independent decisions.

A Deputy Sheriff is subject to call out in situations requiring an officer present.

A Deputy Sheriff must perform all other work that may be required or assigned.

A Deputy Sheriff shall enforce all laws of the Federal Government, State of Minnesota and local units of government

Patrol all areas within Fillmore County, including U.S. Highways, State Highways, County Roads and Township Roads. Patrol areas may also include cities within Fillmore County that are with or without their own police department. This also includes Spring Valley, Wykoff, Harmony, Canton and Mabel, which are contracted with the Fillmore County Sheriff's Office for Law Enforcement services.

A Deputy Sheriff may assist local police departments within Fillmore County, whenever possible and practical, with situations including but not limited to accidents, domestic assaults, fights, burglaries, thefts, special events or other instances that require assistance.

A Deputy Sheriff is responsible for the investigation of vehicle accidents that occur anywhere in Fillmore County, including cities that do not have their own police department. This includes off-road accidents and or recreational vehicle accidents that involve injury or death. The Deputy Sheriff may assist the Minnesota State Patrol, DNR or local police departments when necessary.

A Deputy Sheriff may provide backup to any law enforcement agency within Fillmore County and any agency in surrounding Counties based upon the situation and the necessity.

A Deputy Sheriff shall assist DNR Conservation Officers or DNR Park Rangers whenever possible and practical.

A Deputy Sheriff shall apprehend and make arrests of violators of the law in accordance with Federal, State and local laws.

A Deputy Sheriff shall conduct investigations of matters, including but not limited to general crime, traffic, and deaths.

<p>A Deputy Sheriff shall serve Civil Process documents, including but not limited to Summons and Complaints, Court Orders, Foreclosure Notices, Orders for Protection, Harassment Orders and Subpoenas.</p>
<p>A Deputy Sheriff shall execute arrest warrants for Fillmore County and other jurisdictions that hold warrants for persons found in Fillmore County.</p>
<p>A Deputy Sheriff shall appear in court and give effective testimony as the arresting officer or assisting officer as necessary.</p>
<p>A Deputy Sheriff shall keep up to date with legislative updates, law changes and court decisions relevant to the performance of their duties.</p>
<p>A Deputy Sheriff shall develop accurate and concise reports of incidents including but not limited to complaint reports, accident reports and any follow-up reports generated.</p>
<p>A Deputy Sheriff shall attend training programs approved by the Sheriff or his designee. The classes should also be approved by the Minnesota Peace Officer Standards and Training Board to meet the minimum requirements for continuing education and to maintain and expand the Deputies knowledge.</p>
<p>A Deputy Sheriff shall assist the Narcotics Investigator, Sergeant Investigator and or Captain as needed for follow-up investigations or collateral case assistance.</p>
<p>A Deputy Sheriff shall investigate missing persons, including but not limited to children and vulnerable adults as necessary and required by law.</p>
<p>A Deputy Sheriff shall conduct search and rescue in instances of lost persons, such as hunters, bikers, hikers, cavers, swimmers, boaters and tubers. This may also include downed aircraft and stranded snowmobilers.</p>
<p>A Deputy Sheriff shall also transport prisoners and mentally ill persons as needed.</p>
<p>A Deputy Sheriff shall be directly involved in monitoring the weather in all seasons, including but not limited to assisting Weather Spotters in tornado season and monitoring the water levels when there is potential for flooding.</p>
<p>A Deputy Sheriff shall conduct proper collection and preservation of evidence in the performance of their duties.</p>
<p>A Deputy Sheriff shall assist in medical emergencies when possible. This would include responding to medical calls in their assigned work area where response is critical to the patient and or their assistance is needed by the ground or air ambulance.</p>
<p>A Deputy Sheriff shall assist the State Fire Marshall with investigations within Fillmore County.</p>
<p>A Deputy Sheriff shall be familiar with the equipment owned and or maintained by the Fillmore County Sheriff's Office. This is including but not limited to water rescue equipment, extrication equipment, tactical equipment and any other County equipment that the Deputy may be required to use.</p>
<p>A Deputy Sheriff is responsible for assuring that all department issued property is properly maintained, cared for and functioning. Should the Deputy Sheriff become aware of any areas of concern, he/she shall immediately notify his supervisor.</p>
<p>A Deputy Sheriff shall be familiar with hazardous materials, their transportation and the measures needed during a spill or leak.</p>
<p>Must comply with all requirements of employees of Fillmore County, the Fillmore County Sheriff, the Minnesota P.O.S.T. Board and their respective policies.</p>

QUALIFICATIONS

- High School graduate, or G.E.D. Equivalent
- Two or Four year degree in Law Enforcement or Law Enforcement equivalent approved by the P.O.S.T. Board
- Licensed as a full-time peace officer by the Minnesota Peace Officers Standards and Training Board
- Must pass written test, psychological testing, physical agility test, fit-for-duty testing and physical examinations as required by the P.O.S.T. Board and the Fillmore County Sheriff
- Must have a valid Minnesota Driver's License
- Must be trained in Advance First Aid
- Must Maintain continuing education as required by the P.O.S.T. Board
- Must meet the minimum standards for qualifying with firearms as directed by the Sheriff
- Must be subject to a background investigation as required by the Minnesota P.O.S.T. Board and the Fillmore County Sheriff

REQUIRED KNOWLEDGES & SKILLS *(position requirements at entry)* knowledge of:

- Good knowledge of state laws relating to criminal acts and the control of the behavior of citizens
Good knowledge of highway regulations and what constitutes a violation
- Working knowledge of what constitutes evidence in the prosecution of criminal violations
- Good knowledge of modern police practices and methods
- Ability to act quickly and decisively under difficult circumstances
- Good knowledge of first aid and CPR
- Ability to direct traffic and handle crowds
- Courteous and considerate in dealing with the general public
- Good knowledge of serving of civil processes and responsibility and authority of Sheriff's Department in this function
- Social and general intelligence
- Physical fitness and hardiness, tact, good character and good judgment
- Ability to treat the public courteously and with firmness when the occasion demands
- Skill in the use of firearms
- Ability to make intelligent reports
- Knowledge of modern methods of detection, identification and investigation
- Ability to understand and carry out effectively both oral and written instructions
- Ability to develop skill in the use of firearms and other equipment of the department
- Some knowledge of state laws and city and county ordinances
- Thorough knowledge of entire county area and of county regulations
- Ability to act quickly and calmly in emergencies
- General aptitude for crime prevention work

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

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to stand, walk, and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a County office building and on patrol.
- Travel is required.
- Exposure to hazardous physical conditions such as mechanical parts, electrical currents, and vibration; atmospheric conditions such as fumes, odors, dusts, gases, and poor ventilation; hazardous materials such as chemicals, blood and other body fluids; work space restricts movement, intense noise and extreme temperatures may occur on the job.
- Equipment used may include, but is not limited to, computer, printer, telephone, calculator, copy and fax machines, squad car, radar, Alco sensor, Intoxilyzer, Mobile Data Terminal, tape recorder, camera, handcuffs, first aid kit, defibrillator, oxygen, Minnesota Criminal Manual, State Statutes, handguns, rifle, baton and mace.

CLASSIFICATION HISTORY

Prepared By: Daryl Jensen, Fillmore County Sheriff Ashley Stinson, Fillmore County Human Resources	Date: 06-2008
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OTHER INFORMATION:

**Fillmore County Sheriff's Office
Law Enforcement Code of Ethics**

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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