



Deputy Sheriff
Sheriff's Office

SO/19-735

JOB SUMMARY

This position is responsible for the enforcement of local, state, and federal laws and for the provision of jail security as assigned.

MAJOR DUTIES

Field Operations

1. Patrols the county to deter and detect crime, to enforce laws, and to protect life and property.
2. Performs business and residential security checks.
3. Responds to calls for service including disturbance and crime complaints.
4. Serves as first responder to provide aid and assistance to victims of crimes and traffic accidents.
5. Performs misdemeanor and felony arrests to include completion of booking procedures.
6. Secures and protects crime scenes to include physical evidence, suspects, victims, and collecting statements.
7. Enforces all traffic laws; issues citations and warnings.
8. Prepares and submits initial case files in compliance with agency policies and legal rules.
9. Renders advice on criminal law, civil law, ordinances, and domestic disturbance related issues.
10. Maintains assigned uniform, vehicle, and equipment in accordance with agency policies.
11. Presents evidence and testimony in criminal cases.
12. Assists stranded motorists, directs traffic, transports prisoners, and escorts funerals.
13. Participates in agency training programs.
14. Participates in community relations projects.
15. Provides support to the Watch Office as assigned; provides assistance to visitors and callers; issues warrant numbers; monitors alarm systems.
16. Maintains courthouse security as assigned; processes citizens through security checkpoints; provides courtroom security; transports juveniles to and from detention facility.
17. Serves civil papers as assigned, including levies, evictions, and family violence orders.
18. Executes arrest warrants as assigned; investigates, processes, updates, and maintains records; provides secure transport for wanted persons, mentally ill, and chemically dependent persons.
19. Serves on Crime Scene Unit as assigned; processes crime scene evidence; maintains evidence log; maintains chain of custody of evidence; fingerprints individuals; maintains evidence garage and laboratory.
20. Performs the duties of Field Training Officer as assigned.
21. Performs the duties of CHAMPS Officer as assigned.
22. Handles situations that involve injured, abandoned, abused, or aggressive animals.
23. Renders first-aid or medical assistance when needed.
24. Attends seminars, schools, and training sessions dealing with varied related activities such as investigations, law and community relations, etc.
25. Represents the Sheriff's Office at various community events and social and professional meetings.
26. Performs related duties as assigned.

Jail

27. Ensures the safety and security of all jail operations personnel, citizens, and inmates.
28. Processes and supervises inmates; conducts regular head counts.
29. Responds to medical and security emergencies.
30. Patrols jail facility and grounds.
31. Searches inmates and seizes contraband.
32. Completes required forms and reports.
33. Maintains assigned uniforms, vehicles, and equipment.
34. Presents evidence and testimony in court.
35. Participates in agency training program.

36. Serves warrants and civil papers.
37. Escorts inmates from housing to visitation areas.
38. Transports inmates to and from court, medical appointments, and other correctional facilities.
39. Monitors and observes inmates using television monitors and visual observation.
40. Attends seminars, schools and training sessions dealing with varied related activities such as PREA, law and community relations, etc.
41. Represents the Sheriff's Office at various community events and social and professional meetings.
42. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of federal, state, and local laws.
2. Knowledge of the criminal justice system.
3. Knowledge of agency rules and regulations.
4. Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
5. Knowledge of county geography, streets, roads, and buildings.
6. Knowledge of the procedures used in emergency communications.
7. Skill in the use of firearms.
8. Skill in working independently and in a team setting.
9. Ability to prepare clear and comprehensive reports.
10. Ability to obtain information through interviews, interrogations, and observation.
11. Ability to operate assigned vehicles and equipment, including firearms.
12. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

SUPERVISORY CONTROLS

The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state constitutions, the Official Code of Georgia, case law, Sheriff's Office policy, rules, regulations, and standard operating procedures and County policy. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. Strict regulations, frequent interruptions, and potentially life threatening situations contribute to the complexity of the position.
- The purpose of this position is to perform law enforcement duties in support of Sheriff's Office operations. Success in this position contributes to the enforcement of federal, state, and local laws and to the safety and well-being of county residents.

CONTACTS

- Contacts are typically with co-workers, representatives of other law enforcement agencies, vendors, victims, witnesses, suspects, defendants, inmates, court personnel, attorneys, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is subject to on-call status and is typically performed on rotating shifts while intermittently sitting, driving, standing, kneeling, bending, crouching, running, climbing stairs, and stooping while dressed in work uniform and/or wearing ballistic or other PPE and/or carrying additional equipment. The employee occasionally lifts light and heavy objects including victims or suspects weighing more than 100 pounds, climbs ladders, and uses tools or equipment requiring a high degree of dexterity; distinguishes between shades of color and utilizes the sense of smell.

- The work is typically performed in a vehicle, an office, jail, outdoors, and at the scene of emergency or critical incidents. The employee may be exposed to aggressive, sick, or injured persons or animals; noise, dust, dirt, grease, fire, and smoke; machinery with moving parts; contagious or infectious diseases or pathogens, and irritating chemicals; and occasionally hot, cold, or inclement weather. The work requires the use of personal protective equipment or devices such as ballistic protection, duty weapon and gear belts, self-contained breathing apparatus; and masks, goggles, hearing protection, or gloves. Employees functioning in this environment are required to maintain good physical condition in order to successfully execute any and /or all of the physical demands.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring standards. Completion of the Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.