

**Jefferson County Position  
Description**

**Name:**

**Department:** Sheriff's Department

**Division:** Patrol

**Position Title:** Deputy - Patrol

**Pay Grade:** 27

**FLSA:** Non-exempt

**Date:** August 2024

**Reports To:** Patrol Captain

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**Purpose of Classification**

The purpose of positions in this classification is to perform Deputy Sheriff Patrol tasks for Jefferson County Sheriff's Department.

**Essential Duties and Responsibilities.** *The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Performs routine patrol of assigned area. Monitors traffic, issues citations, evaluates hazards and reports hazards to appropriate agency and personnel. Issues written and verbal warnings.
- Responds to citizen complaints. Evaluates situations and gathers information from participants and witnesses. Detains and/or arrests suspects/participants and transports to appropriate agency.
- Responds to traffic collisions, rollovers and reported hazards. Gathers information from participants and witnesses at scene regarding incidents. Clears road hazards. Assists emergency medical and rescue personnel at traffic collisions with injured and extrications. Observes activities and evaluates incidents, and initiates appropriate action and investigation.
- Prepares incident and accident reports. Assists in traffic and criminal investigations. Protects crime scenes.
- Prepares and testifies in court as summoned. May act as bailiff or provide court security.
- Logs assigned and self-initiated patrol activities.
- Maintains knowledge of current police policy and procedures, traffic and criminal ordinances, State and Federal laws. Participates in shift briefings. Participates in on-going professional training.
- Maintains communication with general public regarding public safety issues.
- Serves warrants, summons, court orders and other civil process documents to County citizens. May receive bail-bond payments.
- May act as Shift Sergeant in his/her absence.
- Transports subjects to and from other jurisdictions.
- Assists municipal, State and Federal emergency agency personnel within County as needed.
- Assists with water patrol, motorcycle patrol, major accident team and other specialized Department law enforcement/safety programs.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties and assists other Sheriff's Office Divisions as requested, including but not limited to supervising inmates and performing jail-related tasks.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures.

**Minimum Training and Experience Required to Perform Essential Job Functions**

60 college credits required at time of hire or three years paid, full-time experience as a Civilian or Military Police Officer. Wisconsin Law Enforcement, CPR and weapons certifications, and valid motor vehicle operator's license required.

**Other Requirements – Certificates/Licensures**

Background Check: The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training.

**Knowledge, Skills, Abilities**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as incident and accident reports, criminal complaints, daily logs, Department of Motor Vehicle operator's license and vehicle registration records, traffic citations, photos, underage alcohol consumption citations, runaway/missing persons reports, Uniform Traffic Citation Manual, bond schedules, time sheets, County Ordinances, State Statutes, evidence handbook, computer software operating manuals, maps, procedures, guidelines and non-routine correspondence.
- Ability to communicate with juvenile offenders, victims/witnesses, Department personnel, Judges, attorneys, Human Service personnel, juvenile court intake workers, the general public and other law enforcement agencies personnel.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning within rational systems involving diversified work requiring exercise of judgment with some choice of action.
- Ability to exercise independent judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria
- Ability to operate equipment and machinery requiring simple, periodic adjustments such as motor vehicle, two-way radio, computer keyboard/typewriter, photocopier, telephone, firearms, restraint devices and tape recorder. Ability to move and guide material using simple tools.
- Ability to coordinate eyes, hands, feet and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects.
- Ability to exert moderate to heavy physical effort in law enforcement work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to exert force necessary to restrain/subdue individuals.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and ingredients.
- Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, violence, noise, vibrations, machinery and disease may cause some discomfort and where there is a risk of minor injury.

**Supervision**

None.

**Physical Demands**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.***

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or

crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus. In addition, the employee must always be ready and able to safely respond to an emergency at all times, which may require asserting greater physical requirements, such as, but not limited to, running for extended periods of time, applying force in excess of 100 pounds, running up several flights of stairs.

#### **Work Environment**

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

While performing the duties of this position, the employee is exposed more than two thirds of the time to violent conditions such as fighting or fleeing individuals; use of deadly weapons; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment.

*Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.*

Employee

Date

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Supervisor

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Date

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