

Manatee County Sheriff's Office

Job Description with Cover Sheet

Job Title: 1-Law Enforcement Deputy

Job Classification: L/E Deputy

Bureau: Enforcement

Salary Range: \$39,689.00

Pay Grade: 300

This Position Supervises None
the

Position Reports To: 1-Law Enforcement Sergeant

Exempt: No

Sworn: Yes

General Description of Duties: Performs certified sworn law enforcement and crime prevention work protecting the lives, property, and rights of the public in Manatee County through the enforcement of federal/state criminal laws, traffic laws, administrative rules, and county ordinances. Assignments include rotating shift schedules in any of the divisions of the Sheriff's Office required to provide deterrence, detection, pursuit, investigation of crimes and apprehension and arrest of law violators or suspected law violators.

Educational Requirements: High School/GED

Work Experience None

Required Certifications L/E Certified

and/or Qualifications: Qualify and maintain firearms proficiency

Reviewed By: BILLUPS, DIANE C

Review Date: 10/ 2/2007

Approved By: DUMMER, DENNIS P

Date Approved: 10/ 4/2007

Notes: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

POSITION: 1-Law Enforcement Deputy

ID	Statement	Performance Standard
KNOWLEDGE, SKILLS, AND ABILITIES		
A10		Ability to communicate effectively verbally and in writing.
A12		Ability to "read" people and/or potential adverse or unsafe situations and react according to agency policy and procedures.
A13		Ability to rapidly shift between dissimilar tasks.
A14a		Ability to react quickly and calmly to emergency situations; make effective decisions while in stressful situations and circumstances and use physical force necessary to defend oneself and others.
K05a		Knowledge of first-aid/CPR techniques.
K11		Knowledge of principles and practices of law enforcement, state laws, local ordinances and Agency policies.
K12a		Knowledge of the geography of Manatee County and the law enforcement service.
K13a		Knowledge of how and when to apply tact and diplomacy in the day-to-day application of law enforcement responsibilities.
K14a		Knowledge of cults, gang presence, and the drug culture including signs of their presence and/or influence.
K15a		Knowledge of how and when to apply "DEADLY FORCE" in the enforcement of laws or the apprehension of violators.
S02		Skill in searching/inspecting individuals, materials, and facilities for contraband/weapons and unauthorized activities.
S03		Skill in the use of computers, two-way radio communications, and various other equipment used to perform daily functions of position.
S04		Skill in the use of firearms, non lethal weapons and various restraining devices.

PHYSICAL ABILITIES

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ID	Statement	Performance Standard
PHY3		Intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, and climbing. May involve lifting, carrying, pushing, and/or pulling. Must be able to exert up to 150 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects such as in the event of chasing and subduing a law violator resisting control. Tasks may also involve standing, sitting, or walking for long periods. Visual perception and discrimination is required as well as being able to isolate and distinguish critical sounds, possibly under various conditions to include dark or crowded environments.
TASK		
LE01	Observation/Surveillance	Patrols assigned areas and conducts surveillance to prevent and detect criminal activity.
LE02	Enforcement	Enforces local, state, and federal laws, including compliance with regulations, policies, and procedures. Issues warnings/citations, administers field tests, and makes arrests as necessary.
LE03	Response	Monitors dispatch and responds to emergency and routine calls for assistance, including traffic crashes, criminal actions in progress, emergency medical assistance, and domestic complaints. Administer basic first aid and/or CPR, and calls for necessary assistance.
LE04	Investigation	Conducts investigations of complaints, crimes, and disturbances; interviews witnesses; interrogates suspects; collects, preserves and reports on evidence.
LE05	Officer Safety	Foresees potential danger and eliminates or controls it. Performs police activity without injuring self or others. Provides backup to other law enforcement personnel.
LE06	Written Communication	Prepares reports and keeps records of all activities in accordance with established policy and procedures.
LE07	Conflict Control	Assesses situations, secures scene, and restores order including the use of restraints and force where appropriate up to and including deadly force.
LE08	Public Safety	Provides accurate and clear law enforcement information to the public, secures people or property, participates in community policing and awareness projects, conducts presentations.
LE09	Legal	Serves legal papers including; warrants, civil process, evictions and subpoenas. Appears and testifies at court hearings on behalf of the Sheriff's Office.

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LE10	Computer Entry	Operates computerized management information systems to retrieve or enter information.
ORD1	Other related duties as assigned	Performs other related duties as assigned.
POLICY		
P01	Attendance	Arrives on time for work, limits breaks, and lunches to the allotted time, and leaves on time. Uses leave in accordance with General Orders; communicates and cooperates with management in providing proper notice of leave; patterns and amounts of leave usage (not including legitimate, properly scheduled and approved leave and protected leave).
P02	Work Quantity/Quality	Volume of work accomplished is consistent with position requirements and produced within quality tolerance standards.
P04	Teamwork	Works with other team members to achieve group goals by contributing ideas in group settings, accepting ideas contributed by others, operating within team rules, participating in team activities (such as meetings), working with team members to improve job knowledge and skills, putting team goals over personal goals, and supporting team leaders once decisions are made.
P05	Rule Conformance	Follows standard office procedures, safety policies and procedures and Agency General Orders.
P07	Interpersonal Relations	Manner in which the employee responds emotionally and verbally to the public, other employees, and supervisors. This Policy also relates to the image the employee projects and includes cleanliness and personal grooming.
P08	Care of Equipment/Tools/Vehicles	Operates and cares for equipment, tools, and vehicles according to prescribed standards and schedules.
P12	Safety Awareness	Follows safety procedures; meets standards for frequency, severity and at fault status of vehicle accidents, other accidents, and injuries of all types; participates in identifying and resolving causal factors for accidents; participates in promoting safety on the job.

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ID

Statement

Performance Standard

Notes, Comments, or Additional Performance Measures to be added:

SUBJECT MATTER EXPERT APPROVAL

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

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