

# Manatee County Sheriff's Office

## Job Description with Cover Sheet

**Job Title:** Reserves Deputy

**Job Classification:** Volunteer

**Bureau:** Enforcement

**Salary Range:** N/A

**Pay Grade:** N/A

**This Position Supervises** None  
**the**

**Position Reports To:**

**Exempt:**

**Sworn:** Yes

**General Description of Duties:** See attached

**Educational Requirements:** High School/GED

**Work Experience**

**Required Certifications** L/E Certified  
**and/or Qualifications:**

**Reviewed By:**

**Review Date:**

**Approved By:**

**Date Approved:**

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

**POSITION: Reserves Deputy**

<b>ID</b>	<b>Statement</b>	<b>Performance Standard</b>
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>		
PR1	Officer safety	The employee is cognizant of and demonstrates appropriate officer safety techniques at all times.
PR107	Knowledge of General Orders	The employee has the ability to read, interpret, and follow procedural and policy orders related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR109	Knowledge of probable cause	Given most situations, the employee is able to correctly determine whether or not the statutes governing probable cause apply. Situations in which probable cause is difficult to determine, the employee requests direction from either a superior or an authorized SAO official.
PR117	Knowledge of dispatch codes	The employee demonstrates the ability to interpret, understand, and respond to all dispatch codes without assistance from any type of job aid.
PR2	Firearms proficiency	The employee qualifies on the target range and or simulator, scoring at or above the specified minimum.
PR23	Inter-personal skills	The employee demonstrates open dialogue, congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR29	General communications skills	The employee has the ability to express ideas and effectively communicate information to citizens, vendors and/or colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR3	Radio communications	The employee utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligible manner under all conditions and at all times.
PR31	Problem solving	The employee has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR32	Conflict resolution	The employee has the ability to assist and encourage individuals to resolve disputes without resorting to violence or engaging the formal legal mechanism if possible and appropriate.
PR34	Knowledge of supporting agencies in the community	The employee can verbally recall all available agencies, departments, support groups, and other resources that can be utilized for referral of citizens and support for community policing officers in the performance of their jobs.

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PR4	Verbal communications	The employee conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR42	Team building skills	The employee demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.
PR58	Interviewing skills	The employee is able to obtain the desired pertinent information from individuals through verbal questioning and discussion without violating the individual's rights and maintaining compliance with the law and agency policies.
PR6	Driving	The employee maintains control of the vehicle / boat / aircraft in all situations under varying weather conditions, adhering to all traffic laws as per call classification, or as required by job.
PR7	Defensive / control tactics	The employee is able to subdue and control persons utilizing only the force required and without causing undue injury to, or violating the rights of the persons.
PR74	Situational awareness	The employee is aware and alert to the surrounding conditions and situations and is able to adapt to unexpected changes in such conditions and situations to successfully and safely complete the task at hand.
PR75	Health and Physical abilities	The employee meets the specified abilities required to perform the required tasks and functions of the job or mission to the specified level of performance.
PR8	Knowledge of local, state, and/or federal statutes and local ordinances, if applicable	The employee is able to correctly determine if and what statute has been violated, and is able to correctly identify, classify, and explain the violation. The employee is able to apply the correct charges as per the statute(s) violated.
PR9	Knowledge of geographical jurisdiction	The employee is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction.
PR95	Data/information collection techniques	The employee utilizes all available legal resources to collect accurate and valid information consistent with agency policies..
<b>TASK</b>		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.

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ALL1002	Driving	The employee maintains control of the vehicle in all situations, adhering to all traffic laws as indicated by call classification and as required by job.
CIB1043	Collect and preserve evidence/property	The employee correctly identifies, marks, collects, packages, and seals all evidence according to agency policy and consistent with standards of any state or local lab conducting analyses.
CIB2502	Maintain chain-of-custody of evidence	The employee will accurately document and carefully maintain the security and control of all collected evidence, ensuring the integrity of the evidence and limited accessibility so the evidence may be presented and accepted by a court of law pursuant to state and federal statutes consistent with agency policies and procedures.
CO3057	Issue/receive keys	The employee will maintain at all times the security and accountability for any and all keys issued or received pursuant to agency policies and state laws if applicable.
FD5131	Forward reports to records	The employee forwards all authorized reports to records in a timely manner consistent with agency policy.
FD5133	Establish jurisdiction of reported crime	The employee correctly determines if the reported or suspected criminal activity occurred within the agency's jurisdiction.
FD5134	Establish warrant/capias criteria	The employee correctly determines if the reported incident fits the criteria required to obtain a warrant or capias.
FD5136	Complete forgeries incident reports	The employee accurately and thoroughly completes incident reports for all forgeries.
FD5137	Forward evidence to evidence/property	The employee correctly packages, seals, labels, and forwards received evidence to evidence/property pursuant to agency policy.
FD5141	Provide information to the public	The employee politely provides accurate and clear information to the public with regard to filing complaints, obtaining injunctions, and other related law enforcement and community services programs, activities, procedures, and functions.
LE5000A	Monitor / respond dispatch and calls for service.	The employee diligently monitors dispatch and responds to all dispatch directed services calls in a timely manner consistent with call classification and in accordance with agency policies.
LE5000C	Conduct and document patrol requests	The employee makes and documents special patrol of specific areas or addresses as requested, in accordance with agency policy.

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LE5001	Secure crime scene.	The first responder to a crime scene will identify such as a crime scene, disperse onlookers, gather witnesses, set up a cordon around the perimeter of the scene and ensure that the integrity of the crime scene and evidence is not compromised, tampered with, altered, contaminated, or left unattended in accordance with agency policies.
LE5003	Apprehend suspects.	Consistent with agency policies, the employee quickly apprehends a fleeing suspect utilizing the least amount of force required to subdue the individual while observing officer safety procedures at all times. The appropriate restraints are applied so as to control but not cause injury to the suspect, and the suspect's rights are not violated.
LE5011	Provide assistance to other units.	The employee immediately responds to calls for assistance, providing the officers with the assistance required to safely resolve the situation in accordance with agencies policies.
LE5026	Guard persons in custody	The employee maintains control of individuals in custody, ensuring that no escapes or unnecessary injuries occur and the suspect's rights are not violated pursuant to agency policies.
LE5027	Originate new cases.	The employee will gather accurate information or pertinent evidence and correctly determine if investigation is warranted in accordance with state laws and agency policies.
LE5032	Administer field check to suspected intoxicated drivers.	The employee identifies elements of DUI and properly administers field sobriety tests to suspected driver / pilot in accordance with State laws and agency policies. The officer accurately records results of each test, making a correct decision whether to release the subject or administer breathalyzer type test.
LE5034	Administer first aid/CPR	The employee assesses injuries and administers appropriate first aid to injured person, requesting additional medical assistance if necessary in accordance with agency policies and state regulations if applicable (FJMS). If the individual is in cardiac arrest, certified personnel will correctly administer CPR until medical personnel arrive on scene and take command of the situation.
LE5036	Investigate/document injury to persons in custody	The employee will respond immediately to any injury suffered by any persons in custody, providing or obtaining medical assistance if required. The employee will generate an accurate and concise report documenting the injuries and incident in accordance with DOC regulations if applicable and agency policies.

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LE5037	Conduct active patrolling of assigned area.	The employee will promote public safety in patrol area consistent with agency policies by conducting routine active patrolling of assigned area observing and investigating all suspicious activities / subjects. The officer will leave the assigned area only when directed to do so by the appropriate authority.
LE5039	Conduct traffic stop.	The employee will correctly and safely conduct a traffic stop with minimal disruption of traffic flow while adhering to officer safety procedures at all times and either issue a citation or warning to the driver and or passengers in accordance with applicable traffic laws and agency policies.
LE5040	Conduct felony stop.	The employee will conduct a felony stop in accordance with department policy and without causing undue injury or violating the constitutional rights of the suspect(s). The deputy will observe officer safety skills at all times, arresting or releasing the suspect(s).
LE5044	Prepare daily record of law enforcement activities	The employee accurately and completely records all law enforcement activities in the appropriate log in accordance with agency policies and procedures.
LE5045	Inform victims of victim's legal rights.	The employee will provide the victim with a victim rights packet and explain the victim's legal rights pursuant to State Statutes and in accordance with agency policy.
LE5046	Counsel and / or separate people involved in domestic dispute.	The employee mediates or advises people involved in domestic or civil disturbances, minimizes personal injury or property damage, restores order, and ensures no personal rights are violated in accordance with agency policies.
LE5047	Investigate non-police action calls (such as animal calls, rescue calls).	The employee provides quick, effective, courteous, and appropriate assistance on all non-police action calls (stranded motorist, nuisance animal calls, etc.). Notifies medical or other assistance/agencies as required in accordance with agency policy.
LE5051	Conduct dwelling, building, or grounds check (EP)	The employee performs check of dwellings, other buildings or grounds consistent with agency policies ensuring the security of the buildings or grounds and any personal property while maintaining officer safety and without violation the owners rights.
LE5053	Make arrest with warrants.	Given an arrest warrant, the employee apprehends and arrest the suspect without undue harm and ensures the suspect's rights are not violated while maintaining officer safety in accordance with agency policies.

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LE5054	Make arrests without warrant.	Given probable cause, the employee apprehends and arrests the suspect without undue harm and ensures the suspect's rights are not violated while maintaining officer safety in accordance with agency policies.
LE5063	Classify incident as criminal or civil.	The employee determines if an offense has been committed and then correctly classifies the incident as either criminal or civil and then proceeds to take the appropriate action in accordance with agency policies and state laws.
LE5064	Non-custodial and custodial Interview of persons (suspects, victims, witnesses or informants)	The employee interviews persons in a professional manner, obtaining and recording accurate and pertinent information without violating the individual's rights pursuant to agency policies.
LE5065	Review and respond to Be-on-the-look-out (BOLO)	The employee reviews and accurately records BOLO information and becomes familiar with the facts and the subject of each BOLO. The officer identifies and responds to BOLO subjects during the course of patrol.
LE5068	Conduct field frisk or pat down search.	Given probable cause or arrest warrant, the employee uses caution in searching the subject and successfully locates and retrieves any weapons, evidence, or contraband while maintaining control of the subject without violating subject's rights or causing undue injury in accordance with agency policies and state laws.
LE5070	Rescue or assist in the rescue of trapped persons.	The employee correctly assesses the situation, rescuing or assisting in the rescue of trapped persons or persons requiring assistance while maintaining safety procedures for all involved in accordance with agency policies.
LE5072	Respond to bomb / explosive threat.	First responders will turn off radios 1/2 mile from the threat location and upon arrival will secure the area, evacuating all personnel to a safe location and assist in searching for potential explosive devices while awaiting arrival of the bomb squad, in accordance with agency policies.
LE5073	Pursue vehicles / crafts.	In accordance with agency pursuit policy, the employee determines the need for pursuit of a vehicle / craft and conducts the pursuit safely while strictly adhering to procedures guiding such pursuits until either the vehicle stops or the pursuit is terminated by other means.
LE5074	Control disorderly or irate persons.	The employee controls the person(s) in question, applying only the required use of force for the situation and ensuring the person's rights are not violated while maintaining the safety of all involved in accordance with agency policies.

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LE5075	Testify at trials, hearings, grand juries or depositions.	The employee testifies at trials, hearings, grand juries, and depositions, and answers all questions in a coherent, truthful, and impartial manner without volunteering additional information other than that requested in accordance with agency policies.
LE5077	Execute arrest warrant, capias, writ or subpoena	The employee executes the instructions of the court documents in a correct and timely manner and in accordance with agency policies and state laws without causing undue injury or violating the subjects rights.
LE5080	Prepare reports or affidavits.	The employee collects complete and accurate information and prepares clear, concise reports or affidavits in accordance with agency policy and state statutes.
LE5100	Apply handcuffs	Given probable cause, an arrest warrant, or officer safety concerns, the employee will correctly apply handcuffs in such a manner as to prevent the person from removing the handcuffs and without causing undue injury, pain, or violating the constitutional rights of the person consistent with agency policies.
ORD1	Other related duties as assigned	Performs other related duties as assigned.
<b>POLICY</b>		
PL1	Accepts supervision and direction	The employee responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee is appropriately groomed and attired so as to present a professional image in accordance with General Order 1002. Counseling, guidance, or discipline
		of the employee for policy violation in this category has occurred less than three (3) times during the rating period.
PL4	Contact with public	The employee demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters and in accordance with agency policies.
PL6	Use of force	The employee utilizes the minimum of force required for the situation as specified within the use of force continuum and in accordance with agency policies.
PL7	Pursuit	The employee observes agency pursuit guidelines when initiating or engaging in a vehicle / boat / aircraft pursuit.

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PL8	Human diversity awareness	The employee demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

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**ID**

**Statement**

**Performance Standard**

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

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SUBJECT MATTER EXPERT APPROVAL

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