



Sheriff Deputy, Patrol (2555)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 16

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to protect life and property, to deter criminal activity, and to enforce all local, state and federal laws, statutes and regulations, on an assigned road patrol in the Patrol Division of the Bullock County Sheriff's Office. Incumbents in this position perform duties under the supervision of a Sheriff Corporal, Patrol.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Patrols designated areas to detect and deter criminal activity and traffic violations: conducts surveillance and investigations into illegal activities; prevents/discovers commission of crime; apprehends, arrests, and processes criminals, fugitives and offenders; writes citations; supervises the enforcement of and enforces traffic laws; uses radar/laser speed detection units to enforce speed laws; and initiates contact with individuals driving motor vehicles to determine involvement in criminal activity.

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, to protect life and property, to promote security, and to maintain law and order.

Responds to calls relayed by dispatchers: responds to alarms, domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, rescue operations, public service duties, welfare checks, stranded motorists, or other calls for assistance.

Assists with preliminary investigations: interviews victims, complainants and witnesses and takes statements; gathers information and evidence; seizes contraband and weapons; preserves evidence until the case is disposed of in a court of law; preserves and secures crime scenes; and takes photographs and prepares crime scene sketches.

Writes reports and completes forms such as incident reports, accident reports, etc.: completes daily activity sheets.

Provides first aid, as required, to victims of accidents or violent crimes; directs efforts of emergency personnel in emergency situations.

Testifies in court as required.

Serves warrants, subpoenas, and civil papers.

Conducts public education programs on public safety and law enforcement as assigned.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by one year of experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific license or certification required: Must possess and maintain Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards and Training (POST) certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), 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.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, traffic hazards, animal/wildlife attacks, human attacks/bites, explosives, firearms, violence, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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