

**JOB TITLE:** Deputy Sheriff

**SUPERVISED BY:** Pondera County Sheriff

**SUPERVISES:** NONE

**SALARY:** \$\_\_\_\_\_ per hour. Probationary period for this position is one year with applicable benefits including, but not limited to, Health Insurance, Life Insurance and Accident Insurance, available after thirty (30) days employment. This is a Full Time Position, not to exceed 2080 hours per fiscal year. Pursuant to *Mont. Code Ann. §7-4-2509*, and under the guidelines of the Federal Fair Labor Standards Act and applicable Montana Statutes, this position works under an established 40-hour work week and **accrues overtime** for hours worked in excess of 40 hours in a one-week period. Pay cycle is **monthly**.

*Pondera County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Work Unit Overview:** The mission of the Pondera County Sheriff's Office is to maintain the law and improve the quality of life within Pondera County and its communities by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment. The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving legal documents, making arrests, conduct investigations, and complete assigned jail duties.

**Job Summary:** The Deputy Sheriff is responsible for performing law enforcement and crime prevention duties as assigned by the Sheriff, Undersheriff or other supervisory personnel. These duties are to ensure the quality of life within Pondera County and its communities and require individual judgment within prescribed standards, procedures, statutory provisions and law enforcement training. The Deputy Sheriff carries out a variety of law enforcement assignments dedicated to preserving the peace and protecting the citizens.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Patrol assigned areas and assist local peace officers in protecting life and property by enforcing laws. Observe and assess all situations, activities, and surroundings and take actions to correct, resolve, and control any potential problems, unusual occurrences, and breaches of peace through sound judgment, appropriate application of law and Departmental policy.
- Serve legal documents including, but not limited to Warrants, Notices, Subpoenas, Summons, Complaints and Writs to assist in facilitating the County and State legal/justice proceedings.
- Perform investigations of complaints and criminal violations by gathering evidence and interviewing witnesses according to legal guidelines and Departmental policy.
- Conduct searches, seizing and preventing the circulation of any drugs or contraband, fingerprinting, checking law enforcement files and databases, receiving and recording evidence and property, and related police work.
- Process and arrest any perpetrator of a criminal act as witnessed or assigned.
- Respond to calls for service and take control of accident and crime scenes including, but not limited to, identifying persons involved and administering basic first aid when needed.
- Prepare and file reports, make maps, photos, diagrams and charts describing incidents, crimes and accidents.
- Make entries in individual patrol logs, write narrative reports, complete incident reports, type reports on typewriter or word processor and file accordingly.
- Assist in registering sexual and violent offenders.
- Contribute in the prosecution of cases by filing information, preparing evidence, reports, attending and testifying in Court when necessary. Collaborate closely with County Attorney to expedite cases, follow-up investigations, interviews, etc.
- Assist with Sheriff's sales of seized or impounded vehicles, personal and real property.
- Respond to bomb threats and render safe explosive or suspected explosive calls.
- Report to fire scenes and other dangerous situations.
- Provide security, work patrol or liaison between command centers and Sheriff's Office when necessary.
- Assists with providing dignitary protection and security when required.
- Collect fees due the County and receive and deposit bail in accordance with applicable law and Department procedures.
- Serve as bailiff to maintain security and order in the Court and remove disorderly persons when necessary.
- Provide security and safety of jury deliberations, jurors, the public, and prisoners and set up projectors and other equipment used in court, as necessary.
- Maintain security and monitor movement of persons detained at the Pondera County's Detention Facility to protect the public and other prisoners.
- Escort detainees and inmates to court appearances, medical checks, exercise, showers, classrooms, counselor visits, family visits, and other approved appointments at mental hospitals, medical facilities, or clinics as needed.
- Pickup meals and deliver to detainees and inmates incarcerated in Detention Facility.

- Maintain a safe and clean work environment including, but not limited to, assigned vehicle.
- Exercise appropriate judgment in an extensive variety of situations, including legal jurisdiction for interventions, and establish responses according to applicable law, Departmental policy, criminal codes, ongoing training, conditions, and specifics of a situation.
- Demonstrate sound, professional judgment and rely on training and common sense to request assistance of other law enforcement officers, public health, safety officials and emergency medical personnel when necessary.
- Provide responsive, high-quality service to Pondera County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.
- Perform livestock inspections.
- Assist in animal control activities when necessary.
- May serve as liaison officer with Search and Rescue Unit to search for missing persons and evacuating persons from dangerous areas or situation.
- Attend workshops, law-enforcement seminars, and educational sessions to keep updated on policing strategies, changing laws, and crime trends affecting the County.
- Coordinate community outreach events and public education programs to promote community relations and a safe community committed to problem solving and respect for the law.
- Responsible for all detention related activities including security, records, planning, research, prisoner care, health and welfare issues and Court related matters, as is necessary.
- Answer correspondence regarding detention activities or functions.
- Book inmates brought to jail.
- Conduct cell and holding area searches.
- Provide prisoner security and safety at County jail and during transportation.
- Perform other duties as may be assigned.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job. Employee must be capable of performing a full range of physical demands in order to respond to emergency situations, defend self, make arrests, respond to crimes in progress, participate in raids, conduct searches, rescue persons, administer first aid, handle firearms and equipment.*

- Frequent standing, sitting, bending, stooping, twisting of waist, side-to-side turning of neck.
- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Frequently required to climb up and down stairs and infrequently required to reach, pull and crawl in a variety uncontrolled situations, environments and confined areas.
- Good vision is required in order to drive, read license plates and identify suspects and firearms in normal and potentially dangerous situations and conditions.
- Good hearing is required in order to receive verbal instruction and radio transmission when there may be extreme background noise.
- Ability to give verbal commands in a loud, clear, understandable voice.
- Ability to physically subdue a person.

- Exposure to criminals and danger.
- Ability to perform a full range of physical demands when responding to emergency situations including defending self, responding to crimes in progress, participate in raids, rescuing persons, administering first aid, handling firearms and equipment.
- Ability to lift heavy objects up to 100 pounds (greater with assistance).
- Infrequently works extended days/hours and alone.
- May occasionally work varying shifts.
- Infrequently exposed to seasonal outdoor extremes, fire, chemical spills, accidents, downed electrical wires, mace, tear gas, ammunition and firearms, numerous life-threatening situations such as sniper fire, domestic violence, dealing with intoxicated persons, mentally unstable persons, drug busts and operating a vehicle in a variety of road, weather and high-speed situations.
- Frequently exercises flexibility (the ability to shift from one task to another) and maintains attentiveness duration.
- The employee is frequently involved in social interactions which constantly require oral communications and written communications.

*The physical demands described herein are representative of those that must be met by an employee for this position to successfully perform the essential functions of this job. **Due to the nature of this position, the physical requirements will not be waived.***

**Supervision Exercised:**

The position does not regularly supervise other County employees.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of:

- Knowledge of the principles, practices, and techniques of law enforcement.
- Knowledge of the laws, rules, and regulations enforced by the Sheriff's Office.
- Knowledge of the geography and topography within Pondera County.
- Knowledge of current procedures and methods engaged in crime detection and investigation.
- Knowledge of court procedures in criminal and civil trials.
- Knowledge of criminal behavior patterns and the social factors underlying criminal behavior.
- Knowledge of first aid methods and their applications.
- Knowledge of appropriate use and care of firearms.
- Ability to work with time constraints and maintain attentiveness intensity.
- Ability to establish and maintain respectful and effective working relationships with Department staff, elected and appointed Officials, all other County Departments and the general public.
- Skill in active listening, speaking, critical thinking, social perceptiveness, negotiation, judgment, and decision making while interacting with the community in often tense and volatile situations.
- Skill in subduing individuals in a physical confrontation.

- Skill in safely operating light-duty passenger vehicles and vans.
- Knowledge in computer data entry.
- Ability to analyze situations quickly and objectively.
- Ability to recognize actual and potential danger while determining proper course of action to cope with stressful situations firmly, tactfully, and with respect to individual rights.
- Ability to problem-solve, read and understand law ordinances and rules, and regulations.
- Ability to observe and remember details.
- Ability to communicate clearly verbally and legibly in writing, using proper grammar.
- Ability to operate basic radio apparatus.
- Ability to learn general laws, legal procedures (i.e., search warrants, Temporary Restraining Orders, civil process etc.), constitutional rights, court procedures, and animal control laws and procedures.
- Ability to neatly complete and maintain (in a well-organized manner) all appropriate paperwork, forms, reports and records.
- Ability to remember names, radio codes, events, dates and circumstances.
- Ability to administer first aid for conditions including, but not limited to, heart attack, diabetic reaction, shock, and excessive bleeding ((i.e. mouth to mouth resuscitation CPR, Heimlich Maneuver, etc).
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to maintain proper operating condition of vehicles and equipment.

**Additional requirements:**

1. Pursuant to *Mont. Code Ann. §7-32-2104, Qualifications of Deputy Sheriff:*
  - graduate of an accredited high school or the equivalent;
  - of good moral character;
  - never been convicted of a felony;
  - has not within 5 years immediately preceding the date of employment been affiliated in any manner with a subversive organization; and
  - has been examined by a physician licensed to practice in the state of Montana within 30 days immediately preceding the date of employment and has been pronounced in good physical condition.
2. Pursuant to *Mont. Code Ann. §7-32-303:*
  - Is a citizen of the United States, at least 18 years old and of good moral character, as determined by a thorough background investigation.
  - Must be fingerprinted and a search made through the local, State and National fingerprint files to disclose any criminal record.
  - Not to have been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary.
  - Be examined by a licensed physician or, for the purposes of a mental health evaluation, a person who is licensed by the State under Title 37, acting within the scope of the person's licensure, who is not the applicant's personal physician or licensed mental health professional, appointed by the County to determine if the applicant is free from any mental health or

physical condition that might adversely affect the performance of that individual's duty as a peace officer and, individual must satisfactorily complete the physical examination.

- Successfully complete a verbal examination conducted by the appointed authority or its designated representative.
3. Must comply with minimum detention standards according to A.R.M. 23.14.423.
  4. Possess a Montana Class D driver's license and good driving record.
  5. Participate in continuing education programs relevant to the duties and responsibilities of this position.
  6. Intermittent travel for training and other work-related functions.
  7. Maintain strict confidentiality of all records and information.

**Training Requirements:**

- Attend and successfully complete (within 1 year of initial hire) basic Peace Officers Standards and Training (P.O.S.T.) and **all terms under *Mont. Code Ann. §7-32-303(5)(6)(7)(8)***.
- Attend and successfully complete Basic Coroner training within 1 year of attending Law Enforcement Officer Basic (LEOB).
- Complete First Aid/CPR training/accreditation **within 6 months of hire**.
- Must participate and pass firearm training as outlined in ARM 23.13.805.

**Education and experience:** This job requires education and experience equivalent to a high school diploma or a GED certificate. Prior experience in law enforcement preferred but not required.

Individual must be bondable under the provisions of the Pondera County insurance policy. **All training and additional requirements outlined above are mandatory.**