****

**Haralson County Sheriff’s Office**

**Classification Specification**

**Classification Title: Deputy Sheriff**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY**

The Deputy Sheriff provides protection of life and property, enforcement of state, local and federal laws, respond to emergency situations and investigate criminal activity.

**PRIMARY DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The duties and responsibilities of the Deputy Sheriff include, but are not limited to the following:

All duties and responsibilities as a Deputy Sheriff.

Abides by written and verbal commands, instructions, and recommendations to personnel consistent with Haralson County Sheriff’s Office General Orders.

Conducts vehicular patrol of an assigned area, responds to calls for service, investigates the scenes of accidents and criminal offenses, makes arrests when required and prepares appropriates reports.

Serves warrants and civil papers, maintains the assigned patrol car and its equipment and assists deputies at scenes of major accidents or criminal incidents.

Appears in court to testify on cases or reports to assigned date/time when summoned for court.

Assumes special duty assignments such as performing priority patrols, speaking to community groups, and providing input to training programs for staff.

Assures efficient performance of assigned staff operations.

Monitors and assists in handling calls; reports to incident scene when necessary and ensures appropriate action is taken in accordance with established Haralson County Sheriff’s Office General Orders; secures incident area and ensures proper evidence collection; identifies and interviews victims, witnesses and suspects.

Ensures the fair treatment of all personnel in accordance with federal and state laws concerning discrimination; documents all incidents or complaints of discrimination or harassment and notifies the proper chain of command so that appropriate corrective action can be taken.

Serves as a positive role model to motivate employees to achieve or exceed performance measures.

Reviews and forwards documents related to fugitive apprehension, warrants and mental patient transports.

Transports prisoners and mental patients as required.

Coordinates with other agencies, such as fire departments, city police departments, state patrol units, emergency medical personnel, and federal agencies during emergencies.

Accounts for gear and equipment issued.

Enforces all applicable codes, ordinances, laws and regulations (including traffic, criminal and civil) in order to protect life and property, prevent crime, and promote security.

Patrols designated areas via motor vehicle or on foot to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions; responds to active alarms at residences, businesses, and industries; checks suspicious vehicles, persons, or situations; maintains high visibility in the community.

Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, burglaries, thefts, fatalities, traffic accidents, property damage, alarms, bomb threats, lost or missing persons searches, rescue operations, public service duties, stranded motorists, or others problem situations.

Prevents/discovers commission of crime; writes citations; apprehends, arrests criminals, fugitives and offenders, pursues fleeing suspects; conducts searches of suspects or arrestees.

Conducts preliminary investigations of complaints or incidents; interviews victims, complainants and witnesses and records statements; gathers information and evidence; secures crime scenes and protects integrity of evidence; prepares detailed reports of incidents.

Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering CPR or first aid, or extinguishing small fires.

Enforces vehicle operating laws, parking laws, and DUI laws; conducts sobriety tests; uses visual observation and radar/laser speed detection units to enforce speed laws.

Responds to traffic accidents/complaints; investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers; measures accident scenes and makes drawings of accidents; reviews evidence, reconstructs accidents, and makes recommendations; investigates traffic hazards; coordinates removal of debris, livestock, or other hazards from roadways.

Provides traffic control, crowd control, or security escorts for accident scenes, malfunctioning traffic signals, special events, funerals, businesses, or other situation as appropriate.

Transports arrestees, inmates, mental patients, members of the general public, or other individuals as required.

Serves/executes warrants, subpoenas, civil papers, or other documentation.

Participates in court activities; responds to court subpoenas; prepares case files, testifies and presents evidence during court.

Provides assistance or backup support to other officers, emergency medical provider, fire department personnel, probation department personnel, state/federal law enforcement agencies, other law enforcement agencies, or other public service agencies; provides emergency response on a twenty-four hour basis as needed.

Operates a variety of standard and specialized machinery, equipment, and tools associated with low enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, radar/laser equipment, alcohol testing equipment, drug testing kits, processing kits, handcuffs, baton, flashlight, fire extinguisher, measuring devices, photographic equipment, tape recorder, radio/communications equipment, telephone, hand tools, or general office equipment.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, logs, incident reports, accident reports, miscellaneous reports, family violence reports, juvenile reports, DUI reports, citations, warrants, evidence submission forms, license suspension forms, consent to search forms, diagrams, or other documents.

Receives various forms, reports, correspondence, warrants, subpoenas, civil papers, incident reports, accident reports, witness statements, property receipts, criminal history reports, driver history reports, BOLO notices, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to request for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisors, officers, employees, dispatchers, other divisions/departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, the public, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes, provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

Attends shift meetings, training session and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in training and continuing education activities; reads professional literature; maintains professional affiliations.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

High School diploma or GED; supplemented by completion of basic police officer training program. Must possess and maintain valid Georgia P.O.S.T. Peace Officer certification. Must possess and maintain a valid Georgia driver’s license.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of rules, regulations, policies, and procedures and General Orders of the Haralson County Sheriff’s Office and of the Haralson County Personnel Management System.

Knowledge of or the ability to learn the geography of Haralson County and the location of important buildings and areas or the ability to quickly acquire this knowledge.

Knowledge of or ability to learn Haralson County Sheriff’s Office uniform patrol techniques and practices.

Skill in the use of firearms, restraining devices and other Haralson County Sheriff’s Office issued equipment.

Skill in the operation and maintenance of assigned patrol vehicle and equipment.

Ability to learn law enforcement methods, procedures, and techniques and to apply such knowledge to specific situations.

Ability to qualify with Haralson County Sheriff’s Office approved firearms.

Ability to work routinely under highly stressful conditions including life-threatening situations.

Ability to communicate effectively in the English language orally, electronically, and in writing. These abilities are frequently required to develop clear and comprehensive reports and to obtain information through oral interviews and interrogations. This includes the ability to read and comprehend instructions, Haralson County Sheriff’s Office correspondence, General Orders, and evidentiary documents; to apply discernment and understanding to carry out instructions.

Ability to appropriately respond to a variety of complex interpersonal matters and to take appropriate action based on facts and circumstances of the situation.

Must be able to react quickly and calmly under emergency conditions; exercise independent judgement; mentally recall conversations, observations, and impressions; and to make accurate descriptive observations of objects, events, and human behaviors in terms of physical characteristics.

Ability to deal professionally and fairly in interactions with the general public; to effectively communicate with the public; and to establish and maintain effective working relationships with co-workers, other County Departments and employees as well as with County officials.

Ability to think in term of long-range planning and operational planning for his/her assigned shift and for the Haralson County Sheriff’s Office.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving a few several variables in unusual situations. Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule from; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**CERTIFICATES, LICENSES, REGISTRATIONS**

High school education or equivalent; possession of a valid Georgia’s driver’s license (Class C) and a satisfactory Motor Vehicle Record (MVR); successful completion of the Basic Peace Officer Mandate Course; successful completion of a minimum of twenty (20) hours P.O.S.T. approved training each year.

**OTHER REQUIREMENTS**

Must be a citizen of the United States or legally qualified to work in the United States.

Must have no record of any felony criminal conviction.

**PHYSICAL DEMANDS**

Include tasks requiring the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing d balancing but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or puling of moderately heavy objects and materials (20-50 pounds) may occasionally involve heavier objects and materials (up to 100 pounds). Specific vision abilities required by this job include close vision, and distance vision.

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

**WORK ENVIRONMENT**

Frequently at crime site or nearby. The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Environmental Factors include performance of essential functions that may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, or falls.

**REQUIREMENTS INCLUDED IN THIS GENERAL ORDER MAY BE SUBJECT TO MODIFICATION WHEN NEEDED TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB. THIS MODIFICATION WILL BE AT THE DISCRETION OF THE CHIEF DEPUTY AND/OR THE SHERIFF.**

***HARALSON COUNTY, GEORGIA, IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, 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.***