

# **PACIFIC COUNTY SHERIFF'S DEPARTMENT JOB DESCRIPTION**

## **ROAD DEPUTY**

### **NATURE OF WORK**

Employees in this classification are responsible for the protection of life and property in Pacific County through the enforcement of laws and ordinances. Employees are responsible to assist the general public in disasters, emergencies and other matters of a non-criminal nature.

Employees in this classification rotate shifts with varying days off, and are expected to be able to perform the functions and duties of all shifts in all required areas of law enforcement.

Employees work independently under the general supervision of a Sergeant, Supervisor, Administrator or the Sheriff, and are expected to handle a variety of potentially hostile and dangerous situations in a calm, competent manner. Daily job duties are performed according to Washington State Law and department policies and procedures as approved by the Sheriff. Employees are required to exercise discretion and judgment and to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper courses of action. Unusual problems and situations are reported to a Sergeant, Administrator or the Sheriff.

Work is reviewed by supervisor through observation and evaluation of demonstrated ability to handle a variety of work situations.

Employees are commissioned to act in behalf of the Sheriff and carry firearms in the performance of their duties.

### **DUTIES**

1. Patrol unincorporated areas of the county to prevent and discover criminal activity.
2. Respond to all calls for service and take appropriate action in accordance with state laws, county ordinances, and department policies and procedures.
3. Interview witnesses, complainants, and suspects in accordance with department policies and procedures.
4. Accurately record information gathered for records keeping and investigation of crime on report or other prescribed forms.
5. When appropriate, make arrests in accordance with state law and department policies and procedures.
6. When appropriate, conduct follow-up investigations, collect and preserve evidence, and prepare court testimony in accordance with state law and department policies and procedures.
7. Testify in court.
8. Serve civil processes and warrants as directed.
9. Assist other agencies in emergency situations.
10. Other duties as assigned and directed by the supervisor.

### **SELECTION CRITERIA**

1. Ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action.
2. Ability to cope with stress situations firmly, tactfully, and with respect to individual rights.
3. Ability to read and understand laws, ordinances, rules and regulations.
4. Ability to observe and remember details.

5. Ability to communicate clearly, verbally, and in writing.
6. Ability to maintain effective relations with fellow employees and with citizens from varied racial, ethnic and economic backgrounds.
7. Ability to develop and retain skill in the use and care of a variety of firearms and equipment.
8. Ability to understand and carry out oral and written instructions.
9. Ability to learn to drive emergency vehicles successfully and with concern for the safety of occupants and the general public.
10. Physical strength and agility sufficient to perform the work of the classification.
11. Ability to develop confidential sources of information.
12. Ability to manage numerous on-going investigations.
13. Ability to keep abreast of current criminal activity.