

Lake County Sheriff's Office

Deputy's Job Description

Job Scope

Position encounters a wide diversity of work situations which involve a high level of complexity. Complexity is due to the urgency, high risks and high rate of life threatening situations encountered in this position. Position determines own practices and procedures as well as operates from those previously established. Performs work independently and has minimal supervision with little direction given.

Work is assigned and reviewed by a supervisor for conformance to laws, policies, rules and regulations.

Supervisory Responsibility

None, an incumbent may assist in training new employees and a Senior Deputy may be occasionally responsible for supervising others.

Interpersonal Contacts

Contacts are normally made with Lake County employees and non-employees. The majority of contacts are face-to-face and frequently contains confidential/sensitive information. Contacts are normally made on own initiative. Job also involves promotion efforts in safety and crime prevention. External contacts include the general public, courts, penal institutions, other law enforcement agencies, prisoners, drug enforcement agencies.

Specific Job Skills

Some knowledge of pertinent federal, state, and local laws and ordinances; ability to properly utilize police equipment and techniques; ability to conduct investigations, collect, evaluate and analyze facts and to draw correct conclusions; ability to understand and follow out oral and written orders; ability to work rotating shifts; ability to deal with the public in a firm but courteous manner. Physical capability to interact with others and perform keyboarding activities and crime prevention techniques. Physical mobility to operate firearms, camera equipment, two-way radio and other crime enforcement equipment and motor vehicles, handle physically difficult persons. Valid Oregon motor vehicle license with a good driving record.

Education/Experience/Licenses/Certificates Required

Graduation from high school or GED and/or two years college level education in law enforcement or related field. Or, one year experience in law enforcement or social service work with some college. Or, any satisfactory equivalent combination of experience and training which insures the ability to perform the work as determined by the Sheriff. Must meet minimum Board on Public Safety Standards and Training requirements. Must possess a valid Oregon motor vehicle license with good driving record.

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Job Conditions

Shift work: days, swing, graveyard, rotating shifts, work on holidays, varying days off. Work is mainly outdoors, hazardous and potential high risk involved. Subject to call back, even on days off.

Critical & Essential Tasks

Conduct Investigations

- Advise persons of their Constitutional rights as legally required;
- Comply with legal parameters;
- Conduct criminal surveillance;
- Conduct drive-by identification applying appropriate legal parameters;
- Conduct follow up investigations of violations of law;
- Investigate incidents, evaluate information and evidence to determine if there is sufficient grounds to believe a violation of law has occurred;
- Evaluate information, evidence and observations to determine if legal grounds exist to arrest persons without a warrant;
- Interview (talk with) people to obtain information;
- Listen closely to interviewee to ensure full understanding;
- Observe people to detect signs of deception, manipulation, etc.;
- Observe the environment of a particular location (like a crime scene) to identify potential evidence;
- Perform Law Enforcement Data System (LEDS) or other criminal justice data base inquiry;
- Prepare and conduct photo line-up applying appropriate legal parameters;
- Read criminal investigation reports;
- Read statements;
- Review records and photographs to identify people (suspects, witnesses, etc.);
- Take written statements from people;
- Utilize drug test kit and interpret results;

Search and Seizure

- Legally conduct pat down of person;
- Legally search person, vehicle or premises;
- Prepare and serve search warrants applying appropriate legal parameters;

Report Writing

- Diagram crime scenes;
- Complete required report forms;
- Document actions, observations, interpretations, and/or conclusions;

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- Proofread reports to identify and correct mistakes;
- Use word processor or word processing program to write report;
- Write descriptive, thorough narrative reports in a timely manner;
- Write reports documenting statements/confessions;
- Write reports using correct English for clear communication;
- Write reports using correct sentence structure for clear communication;
- Write reports using correct spelling and punctuation for clear communication;
- Write legibly;

Community Services

- Administer first aid;
- Comfort emotionally upset persons;
- Communicate effectively in the English language;
- Conduct a police officer mental hold;
- Conduct crime prevention;
- Conduct welfare check;
- Cooperate with other agencies;
- Deliver emergency messages (e.g. death notifications, etc.);
- Develop and implement problem solving strategies;
- Develop community partnerships;
- Interact with people who do not speak English as a primary language;
- Make lawful stops, detentions and arrests;
- Mediate and assist people in problem solving;
- Perform CPR/use AED;
- Provide mutual aid;
- Refer persons to other agencies that provide services;
- Take child into protective custody;
- Treat everyone equally and fairly with respect;
- Use proactive strategies;
- Use sensitivity when dealing with people;
- Understand the needs of people with disabilities;
- Understand strategies for dealing with people in extreme circumstances or in crisis;
- Understanding strategies for dealing with people who are impaired or under the influence of intoxicants or drugs;
- Serve subpoenas or civil processes;

Evidence Process

- Collect crime scene evidence;
- Collect DNA evidence;
- Collect latent prints;
- Document chain of custody of evidence;
- Obtain fingerprints from individuals;

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- Photograph crime scene;
- Photograph evidence;
- Photograph suspects/victims;
- Preserve crime scene;
- Process evidence;
- Secure crime scene;
- Secure lost/stolen/seized property;

Patrol Services

- Arrest persons as authorized by arrest warrants;
- Conduct area search;
- Conduct bar checks;
- Conduct building searches;
- Conduct civil stand-by;
- Conduct crowd control;
- Conduct field interviews;
- Conduct patrol of assigned area;
- Coordinate response of other resources;
- Defuse hostile situations;
- Establish perimeters;
- Evaluate situations, applying legal standards and requirements to determine appropriate course of action (decision making);
- Investigate suspicious persons;
- Issue citation in lieu of an arrest;
- Knowledge of K9 operations;
- Lodge persons in custody in jail;
- Mediate civil disputes;
- Operate a mobile data terminal or computer;
- Operate office equipment;
- Perform equipment inspection;
- Prepare for trials/hearings;
- Request additional resources (both police and non-police);
- Respond to call for police services;
- Testify in hearings/court;
- Transport persons in custody;
- Use fire extinguisher;
- Use information on crime occurrences to determine patrol patterns;
- Use police radio;
- Use pursuit intervention tools (e.g. spike strips);

Traffic Services

- Assist operators in exchanging information at crash scenes;

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- Collect evidence at crash scenes;
- Conduct high-risk traffic stops;
- Conduct unknown-risk traffic stops;
- Diagram traffic crash scenes;
- Direct traffic;
- Explain legal procedures to traffic violators;
- Have vehicles towed;
- Investigate major traffic crimes;
- Investigate traffic crashes;
- Investigate violations of motor vehicle laws;
- Locate and verify vehicle identification number;
- Operate Intoxilyzer;
- Perform Field Sobriety Testing;
- Photograph crash scenes;
- Protect crash scenes and responders;
- Provide motorist assistance;
- Utilize speed measurement devices;
- Issue traffic citations and warnings;

Vehicle Operations

- Inspect vehicle equipment;
- Operate safety and emergency equipment in vehicle;
- Safely operate vehicle;
- Safely operate vehicle in emergency responses;
- Care for patrol vehicle;
- Operate a vehicle while in pursuit;

Use of Force

- Apply force within legal parameters using proper judgment and decision making;
- Articulate clear, verbal commands;
- Awareness and/or understanding of defensive tools commonly used by police officers;
- Utilize appropriate tools and tactics in response to use of force situations;

Maintain Professional Competence

- Complete and stay current on relevant training;
- Demonstrate competent performance;
- Maintain and secure equipment and weapons;
- Meet/maintain standards for certification;
- Meet standards in use of appropriate tools and tactics;
- Understand and apply case law;
- Understand and apply policies/procedures;
- Understand and apply laws, local codes/ordinances;

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- Review legal and Legislative updates;
- Read and comprehend written material (e.g. legal decisions, policies and procedures, training materials, ORS, etc.);
- Demonstrate ability to adapt to evolving policing environment;

Maintain Professional Standards

- Adhere to Code of Ethics;
- Follow agency policies and procedures;
- Meet and maintain minimum ability to perform job tasks;
- Maintain a professional image;

Sitting, Standing, Walking, Running

- Maintain balance while walking on narrow or elevated surfaces;
- Run on flat surface;
- Run to assist another officer;
- Move in response to attacking person(s);
- Run up/down stairs;
- Run/chase after fleeing person;
- Sit continuously (car, desk, etc.);
- Stand continuously or for extended times;
- Walk continuously or for extended times;
- Walk or move backwards;
- Walk up/down stairs;
- Walk/run on irregular, potentially hazardous surfaces (slick, muddy, rocks, etc.);

Crawling, Climbing, Over/Under Obstacles

- Climb over railings or over other external features/obstacles;
- Crawl on hands and knees to search under vehicle/residence/structure, etc.;
- Climb or pull oneself over a vertical obstacle (e.g. a fence);
- Crawl under an obstacle;
- Crawl through a physically confined area (crawl space, culvert, etc.);
- Climb up/down ladder;
- Climb through a window or other small opening;

Lifting, Carrying, Pushing

- Carry objects from one location to another;
- Carry/drag an unresisting person (with assistance);
- Carry/drag an unresisting person (without assistance);
- Lift objects (not people) up off the ground;
- Lift objects above head;
- Lift objects down from elevated surface (waist high or above) and place on ground or floor;

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- Physically force open locked, or blocked door/gate;
- Pull-push resisting person through vehicle or structure window to remove person from vehicle or structure;
- Pull-push unresisting person through vehicle or structure window to remove person from vehicle or structure;
- Push/pull objects - other than vehicle;
- Pull oneself up to see over obstacles (such as high fences, window ledges, etc.) and/or to gain access to building or structure;

Jumping, Vaulting

- Jump over ditch, hole, or other depression;
- Jump over hazard such as water, broken glass, etc.;
- Jump over raised barrier (e.g. low fence);
- Jump up/down from elevated surface;

Struggle, Fight, Defend

- Catch falling person to avoid injury;
- Dodge/evade blows, thrown objects;
- Draw and fire duty weapon at moving threat in all lighting conditions;
- Draw and fire duty weapon in a state of physical exhaustion;
- Defend oneself in a physical altercation on the ground;

- Extract a struggling person from a structure or motor vehicle;
- Fire shoulder weapon (rifle, shotgun, etc.);
- Grip and hold a person to maintain physical control (assisted and unassisted);
- Handcuff - mechanically restrain compliant subject;
- Handcuff - mechanically restrain non-compliant subject;
- Hold/restrain a struggling person;
- Physically defend against and control a single attacker;
- Physically defend against and control multiple attackers;
- Physically intervene to break up fights/physical confrontations between two or more persons;
- Place a struggling suspect in a structure or motor vehicle;
- Re-load duty weapon in combat conditions;
- Subdue a fleeing person to stop flight;
- Take down and subdue a resisting person or attacker;
- Use firearms in physical confrontation;
- Use defense tool(s) (baton, electrical control device , OC spray, etc.) to subdue person in physical confrontation;
- Use nerve pressure points to control/subdue resisting person;
- Use various holds to control/subdue resisting- combative suspects;

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Combined Physical Activities

- Accurately use vision and hearing for threat assessment in use of force situations;
- Being struck by, and/or striking person (physical altercations);
- Carrying object up/down stairs/steps;
- Conduct area searches (walking, standing, kneeling, crawling, lifting, bending, etc.) looking for item or person;
- Conduct physical person searches of individuals;
- Draw, aim, fire and retain service weapon;
- Drive agency vehicle in a wide range of routine and emergency conditions;
- Falling/being knocked down in struggle or pursuit - recovering to feet - resuming struggle/pursuit;
- Maintain visual contact in pursuit (car and foot) in unpredictable terrain and conditions;
- Multi-task while operating a patrol car (radio communications, computer, weapons and tools, etc.);
- Participate in Defensive Tactics Training (DT's) and scenario based training;
- Physically struggling with multiple persons
- Pursue subject on foot, negotiating barriers and hazards (running, jumping, climbing, etc.);
- Rapidly exit vehicle (standing up from a seated position inside the car) and move away from the car;
- Routine use of color computer monitor;
- Struggle with and subdue subject after pursuit/evasion; place subject in vehicle for transport;
- Subdue and physically/mechanically restrain; lift/carry/drag person from one area to another;
- Transport person (resisting, not resisting) between locations, maintaining physical control, negotiating stairs, doorways, obstacles and other features;
- Understand speech through electronic devices (telephone, radio, cell phone. etc.) in a wide range of environmental conditions;
- Use breaching tools to break door, force through door;
- K-9 unit activity (keep up with track);

Psychological Elements with Physical Effects

- Being exposed to hazardous substances (drugs, chemicals, infectious diseases, etc.);
- Continuing to function in a physical confrontation after being struck/injured;
- Cope with the emotional and physical impact of being shot at;
- Cope with the emotional and physical impact of being subjected to verbal threats of violence;
- Cope with the emotional and physical impact of constant exposure to personal legal liability;
- Cope with the emotional and physical impact of constant scrutiny and criticism (management, attorneys, judges, the public, etc.);

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- Cope with the emotional and physical impact of seeing, hearing, smelling and reading about horrific events/occurrences;
- Cope with the emotional and physical impact of shift work;
- Cope with the emotional and physical impact of witnessing the abuse, injury or death of a child;
- Cope with the emotional and physical results of being struck by - exposed to bodily fluids;
- Cope with the long-term emotional and physical impact of constant exposure to deviance (distorted world view);
- Cope with the physical effects of acute emotional stress;
 - a) {fear, anger, etc.} (self and family);
- Cope with the physical effects of chronic (cumulative) emotional stress (self and family);
- Maintaining a state of hypervigilance (highly concentrated mental and sensory attention) over protracted period of time;
- Viewing, handling, exposure to human remains;

General Physical Activities

- Balancing, while leaning, stretching or ducking around obstacles;
- Bend down or kneel on knees to conduct search activities or to minimize exposure;
- Bending over from waist (to pick up objects off ground, etc.);
- Cardio-vascular endurance (sudden onset, sustained, high-demand physical exertion for longer than three minutes);
- Getting into and out of a vehicle (sitting from standing position and standing from seated position);
- Reaching from various positions to grasp objects/persons;
- Talking on phone, radio, while using computer;
- Transition between sitting and standing;
- Twisting at the waist;
- Typing on keyboard;
- Use computer mouse;
- Using computer keyboard in vehicle;
- Crawling on hands and knees;

Sensory Acuity, Discrimination (under low stress or normal conditions)

- Accurately determine full-range colors (clothing, substances, skin tones, etc.) in varying light conditions;
- Detect and identify visual images in low-light conditions;
- Visually detect and identify images, facial and body features, and movement of persons and objects in varying light conditions;
- Visually detect and identify transitory and subtle changes in body language (pupil constriction/dilation, skin color and respiration changes, etc.);
- Detect and identify faint and/or odd odors;

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- Detect and understand faint auditory signals (whispers, transients [clicks, pops, impacts], air movement, etc.);
- Detect and understand speech in the presence of a wide range of environmental sounds, including high levels of ambient background noise;

Three-dimensional vision, sufficient for clear depth perception, image placement and location sufficient for complex visual tasks (driving a vehicle in emergency conditions, pursuit of persons over complex surfaces in unpredictable conditions, stairs, steps, obstacles, weapons use, etc.)