

CLASSIFICATION: Deputy Sheriff
BARGAINING UNIT: Sheriff's Guild

SAN JUAN COUNTY POSITION DESCRIPTION

Position Title: Deputy Sheriff

Date: March 31, 1997

Reports to: Sheriff

Department: Sheriff

FLSA Status: Nonexempt

Positions Supervised:

BASIC FUNCTION: Protects Life and Property in San Juan County through the enforcement of all Federal and State laws, as well as local ordinances. Performs routine patrol, traffic enforcement, accident investigation, crime suppression, and crisis intervention. Reports and investigates all crimes and fills all gaps in enforcement and public safety created by the unique geographical location of San Juan County.

MINIMUM QUALIFICATIONS: Be at least 21 years of age, a U.S. citizen with a high school diploma or G.E.D., and be able to read, write and speak English. Must have no prior felony convictions; no recent involvement or history of illegal drug use. Must satisfactorily complete polygraph and psychological testing, background investigation and physical examination; and possess or obtain a valid Washington State driver's license; or any combination of education and experience that demonstrates the ability to perform the essential functions of the job.

For entry-level candidates:

Must successfully pass the Civil Service exam for this position and be able to successfully complete the Basic Law Enforcement academy within 6 months of hire.

For lateral candidates:

Must have successfully completed a Basic Law Enforcement academy in Washington or another recognized state, and have at least one year post-academy, full-time law enforcement experience.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Maintains current knowledge of and enforces all applicable Federal laws, Washington state criminal, drug and traffic laws, County ordinances, Town codes, Federal and local marine regulations, assist with Customs and Immigration laws, assist with and enforce civil laws.

*2. Responds to all criminal complaints in San Juan County. Investigates these reports and determines validity of complaints, based on training and experience. Follows-up appropriately, prepares and executes search warrants, prepares proper reports and any other paperwork to document these incidents for court. Conducts interviews and interrogations of witnesses and suspects.

*3. Responds to and investigates all vehicular accidents in San Juan County. Initiates First Aid as necessary; investigates to determine the cause of the accident; determines the level of injury and damage to vehicles. Conducts traffic control and helps to clear the accident and reopen roads. Prepares reports, diagrams and reconstruction to be used in court, by county road crews and insurance companies. Issues verbal and written warnings, notices of infraction, citations or makes arrests as necessary.

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*4. Responds to and investigates or assists with investigations of all other accidents, i.e. pleasure boats, commercial vessels, aircraft, construction and logging equipment, hikers, bikers, climbers, etc. Initiates First Aid as necessary. Reconstructs or determines the cause of the accident. Determines level of injury and damage to vehicles, machinery or cargo. Prepares reports, diagrams and reconstruction to be used in court , by county risk management and insurance companies. Issues verbal and written warnings, notices of infraction, citations and makes arrests as necessary.

*5. Conducts vehicle patrol on all county, town and private roads. Patrols federal and State parks. Stops and contacts violators and issues verbal and written warnings, notices of infraction, citations and makes arrests as necessary.

*6. Conducts foot patrols in town, resort areas, Federal and State parks, and areas unreachable by patrol car. Stops and contacts violators and issues verbal and written warnings, notices of infraction, citations and makes arrests as necessary.

*7. Conducts boat patrol on all waters of San Juan County. Stops and contacts violators and issues verbal and written warnings, notices of infraction, citations and makes arrests as necessary.

*8. Responds to civil disputes, land use problems, neighbor disputes, etc. Fairly and impartially listens to all parties involved. References pertinent civil laws, land use regulations, department policies and attempts to mediate and resolve these problems. Provides information on other legal avenues available to those involved. Takes appropriate legal action when necessary and reports and documents such incidents.

9. Responds to all unattended deaths in San Juan County as deputy coroner. Examines the body to determine if death was the result of natural or unnatural causes. If unnatural causes, secures the scene and starts proper investigation. If natural causes, prepares the proper paperwork and assists the funeral home with removal of the deceased. Helps contact or contacts family and friends of the deceased.

*10. Functions as the first responder to all emergencies in San Juan County, i.e. crimes, traffic accidents, fire calls, aid calls, boating accidents, aircraft accidents, missing boats, planes and persons, hazardous materials, loose livestock and dangerous animals, search and rescue, etc. Maintains basic understanding of all these other fields, i.e. fire, aid, boats, aircraft, animals, etc. to be able to make scene assessments and call out the proper responses from the appropriate agencies. Respond to the outer non-ferry served islands by boat or plane to investigate or deal with the above mentioned incidents. Secures and preserves scenes for other agencies. Photographs scenes, collects and stores evidence on behalf of other agencies when requested, i.e. county Fire Marshall, FAA/NTSB, U.S. Coast Guard, etc. Conducts investigations and files reports in the event the responsible agency declines jurisdiction. Functions as primary water transport for aid/fire personnel in emergencies.

*11. Trains and maintains a high level of skill in use of handguns, shotguns, and rifles in lethal force situations. Maintains the ability to make life and death decisions in high stress situations and uses these skills in defense of self and public. Passes annual test of these skills. Maintains current knowledge of all laws, department policies and court decisions about use of lethal force.

*12. Trains and maintains a high level of skill in the use of impact weapons, chemical sprays, mechanical restraints, empty hand self-defense and empty hand restraint and control methods in dangerous high stress situations. Apprehends resistive criminals and protects the public. Passes annual tests of ability to use these tools and skills. Maintains current knowledge of all laws, department policy and court decisions about use of force.

*13. Trains and maintains a high level of skill in emergency vehicle operation in both non-stress and high-stress situations including all-weather operation, emergency response and high speed pursuit. Apprehends criminals, responds to emergencies and protects the public. Passes annual tests of high-stress driving ability. Maintains current knowledge of all laws, department policy and court decisions about pursuit driving.

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*14. Works with County Prosecutor in preparing any of the above mentioned cases and incidents for court. Follows-up, locates witness, prepares additional diagrams, photos, etc. Appears and testifies at depositions by suspects, victims and attorneys. Appear in court, whenever subpoenaed by any involved parties. Testify, be examined and cross-examined by attorneys and suspects, draw illustrations, present evidence, make suspect and victim identification and give expert testimony in specialty fields. Be aware of all court rules pertaining to testimony, evidence, suspects and witnesses, etc. and follow and enforce them.

*15. Performs jail and prisoner duties for San Juan County. Properly and safely arrests and transports suspects in the field. Follows all Federal, State and departmental booking and jail procedures. Prepares meals for and feeds all prisoners. Responds to and deal with all inmate complaints, health problems, etc. Properly and safely transports all prisoners to court hearings, interviews, etc. Properly and safely transports prisoners by light aircraft and boat to various counties and holding facilities. Restrains and controls violent prisoners, often on an extended basis. Books in, secures and maintains all personal property of suspects and prisoners.

*16. Provides primary mental health contacts. Evaluates persons for danger to self and others and performs necessary follow-up and contacts. Contacts the appropriate agencies if no police action required. If necessary, takes the person into custody and holds for mental health evaluation. Accompanies mental health into the field when persons are to be committed. Accompanies mental health on all transports by car, boat or plane and maintains the security and safety of the patient and the mental health worker.

*17. Assists Chief Civil Deputy in execution of all civil court orders. Serves civil and criminal papers, eviction notices and court orders. Assists Chief Civil Deputy in evicting persons from property and homes, confiscating real and personal property, etc. as designated by the court.

*18. Services and maintains in good condition patrol cars, patrol boats, the sheriff's office and related office tools, jail area and related tools, personal gear such as uniforms, firearms, handcuffs, radios, pagers, cameras, etc. and any other necessary law enforcement equipment.

*19. Maintains current knowledge of the residents of assigned island and other islands. Maintains awareness of special mental health, physical health, criminal history, substance abuse and family problems. Maintains awareness of road, resort, park and business names; of popular locations, slang terms for areas, well known residences, landmarks etc. in order to respond to problems in a timely fashion. Maintains awareness of other agency activity assigned district, and to advise them of the above mentioned situations.

*20. Trains and maintains proficiency in a number of specialty fields, such as fingerprinting, crime scene photography, radar instruction, interrogation, defensive tactics, evidence custodian, field training officer, boat patrol, accident reconstruction, firearms instruction, child and sex abuse investigation, impact weapons and chemical spray instruction, hostage negotiation, etc.

*21. Make extensive public relations and tourist contacts. Give directions, assist with locating lodging, supplies, etc. Assists with and provides security for numerous public events, and presents D.A.R.E. and McGruff programs at local schools. Gives presentations to schools, civic groups, neighborhood watches, etc.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing, walking and sitting for extended lengths of time in patrol cars. Must be able to climb stairs, ladders and hillsides, often under adverse conditions. Requires occasional running and extended hikes in the woods. Requires the strength, ability and training to fight with and control one or more combative suspects, sometimes after having run and climbed. Must be able to lift and move injured or unconscious person up to 200+ pounds. Requires the ability to use handguns, shotguns and rifles with extreme accuracy. Requires continuous wearing of necessary law enforcement gear such as body armor, gun belt, radio, etc. with an average weight of 20-25 pounds. Must be able to talk and receive and understand

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written and oral communication and give written and oral instruction. This position frequently requires continuous hand and finger movement. This position requires good vision, depth perception and hearing. This position requires the ability to memorize and understand numerous laws, rules, regulations, guidelines, etc. Requires good math and measuring ability. This position requires good identification skills.

EQUIPMENT REQUIREMENTS

Equipment/Tool	No. of Hours	Frequency of use		
		Daily	Weekly	Monthly
Maps, aerial photos, measuring tools	2			x
Camera, video camera	1		x	
Vehicle	4	x		
Telephone	3	x		
Copy machine	.75	x		
Fax	.75	x		
Computer	2	x		
Boats	2		x	
Firearm (carry daily) (use varied)	8	x		
restraining equipment (cuffs, transport belt, etc.)	1	x		
Fingerprint equipment	1	x		

WORKING CONDITIONS: Responds to emergency situations by patrol car, boat or airplane in all weather conditions at any time of day or night. May be exposed to inclement weather for extended periods of time. Must respond to and supervise emergency call out situations on a 24 hour daily basis. Works extended hours, often including holidays and weekends. Duties require an element of personal risk, taking the responsibility of using physical force, up to and including deadly force. Assumes responsibility of giving the instruction to another to take a human life. Engages in the apprehension of suspects who may be armed and dangerous or situations involving high speed chases which could cause serious physical injury or death.

Occupational Exposure includes exposure to human body fluids borne pathogens, the handling and transportation of prisoners, exposure to armed suspects, evidence crime scenes, traffic collisions, assaults, narcotics, building searches, bomb threats, hostage situations and natural disasters.