



OCTOBER 2021  
FLSA: NON-EXEMPT  
Bargaining Unit: SA  
JCN: 5401/5402

## DEPUTY SHERIFF I/II

### DEFINITION

Under supervision and direction, performs a wide variety of peace officer duties involving the protection of life and property, education and enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and providing information and assistance to the public; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from assigned supervisory or management personnel. Exercises no direct supervision over staff. May exercise technical and functional direction over assigned staff.

### CLASS CHARACTERISTICS

*Deputy Sheriff I:* This is the entry-level classification in the Deputy Sheriff's series. Deputy Sheriff I's perform the duties assigned to them while attending a California POST Academy as determined by the Sheriff's Office.

*Deputy Sheriff II:* This is the fully qualified journey-level classification in the Deputy Sheriff's series, fully competent to perform a wide range of peace officer duties. Positions at this level are distinguished from Deputy Sheriff I by the possession of a California POST Certificate. They perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Sheriff's Sergeant in that the latter supervises and participates in personnel matters

Positions in the Deputy Sheriff class series are flexibly staffed and positions at the Deputy Sheriff II-level are normally filled by advancement from the Deputy Sheriff I-level requiring a current California POST certificate and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Patrols assigned areas to ensure the security of life and property, observes situations, and deters crime by providing high visibility.
- Works with community members in assigned areas to identify problems and find solutions to enhance quality of life within the community
- Responds to suspicious activities and answers calls for service.
- Educates and enforces state and local laws and ordinances; issues verbal warnings and citations; pursues and apprehends suspects, and requests assistance as required.

- Investigates juvenile and adult criminal activity and incidents as the assigned detective.
- Coordinates crime scene control and investigation, including interviews and interrogations, identification of victims and witnesses, and overseeing the collection and preservation of physical evidence.
- Upholds the First Amendment by restoring order, protecting life and property, and maintaining peace at public gatherings and in conflict situations. Provides traffic and crowd control as necessary.
- Prepares and documents cases, completes reports and forms, and prepares and maintains other logs and records.
- Transports criminals to the courts, hospitals, and various other locations.
- Serves as bailiff, maintaining order and security in assigned courts.
- Serves civil papers to County residents; researches and locates person to be served; performs Coroner/Public Administrator services as assigned.
- Serves as a coordinator or team member in such special projects as drug enforcement search and rescue and boating regulation enforcement.
- Participates in special details and assignments, including K-9, School Resource Officer, and Resident Deputies; may serve as field training officer.
- Retrieves, identifies, and returns found property and evidence to owners.
- Provides emergency aid and assistance to incapacitated persons, and requests additional response.
- Provides information, education, directions, and other services and assistance to community members.
- Coordinates with other local law enforcement and public services agencies to provide full spectrum care for community members.
- Performs related duties as assigned.

## **QUALIFICATIONS**

*Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.*

### **Knowledge of:**

- Principles, practices, policies, procedures, and terminology used in law enforcement, crime prevention, and investigation.
- Basic functions of law enforcement agencies.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting Sheriff's Office services.
- Rules of evidence on search and seizure and the identification, marking, preservation, and presentation of evidence.
- Modern procedures and methods employed in crime detection and investigation.
- Operation and maintenance of equipment used in law enforcement.
- Locations and characteristics of the various neighborhoods and familiarity with community members.
- Basic mathematical principles.
- Principles and procedures of recordkeeping.
- Contacting and assisting people of all socio-economic level under hostile and emergency situations.
- Techniques for providing a high level of service by effectively dealing with the community members, visitors, vendors, contractors, and County staff.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and generate documentation.
- State and local governmental codes related to law enforcement (e.g., Penal, Vehicle, etc.)

**Ability to:**

- Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Safely use and care for firearms and other issued agency equipment.
- Testify in court.
- Appraise situations and people accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Keep abreast of trends, technology, and requirements in law enforcement techniques and operations.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professionals, and regulatory organizations; and individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Deputy Sheriff I: Equivalent to graduation from high school. No experience is required; however, volunteer or paid experience in a law enforcement support area and college-level coursework is desirable.

Deputy Sheriff II: In addition to the above, must have successfully completed a POST Basic Academy and possess a current California POST Certificate.

**Licenses and Certifications:**

Deputy Sheriff I:

- Must be able to successfully complete POST Basic Academy training
- Obtain and maintain firearms qualification Possession of a valid Driver's License and maintain a satisfactory driving record.
- Pursuant to Government Code, Section 1031, must be at least 21 years of age and possess a high school diploma or have proof of passing the general education development test.

Deputy Sheriff II:

- Possession of a valid Driver's License and maintain a satisfactory driving record.

- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (POST).
- Possess and maintain firearms qualification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform patrol, investigations and surveillance, transport suspects and evidence, and visit various meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 160 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and electrical hazards, and hazardous physical and biological substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

Must be willing to work emergencies and on evenings, weekends, and holidays. Must meet physical, psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment and ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.