

Position Title: Deputy Sheriff – Patrol Officer

FLSA Status: Non-exempt

Reports to: Chief Deputy Sheriff

Department: Sheriff's Office



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a skilled, full-time (2082.5 hours annual), non-exempt position performing general duty police work maintaining public safety through enforcement of county, state, and federal laws in the Vernon County Sheriff's Office. Employee is under general supervision of the Sheriff/Administrative staff and uses independent judgment and often works alone. General and specific assignments are received and work is performed according to prescribed methods and procedures.

II. Essential Duties and Responsibilities

- Patrols highways and designated areas enforcing county, state and federal laws, operates radar equipment and issues citations.
- Investigates citizen complaints including, but not limited to suspected criminal activity, stray animals, domestic disturbances and noise.
- Observes and checks business and other property for unlocked door or signs of criminal activity.
- May be called upon for public presentations concerning law enforcement issues.
- Investigates accidents or criminal complaints received concerning violations of the law within guidelines of the department; investigates citizen complaints; prepares reports and paperwork.
- Makes arrests and apprehends suspects; apprehends and arrests violators of motor vehicle laws and criminal laws.
- Prepares evidence for court hearings and trials pursuant to established procedures; appears in court to provide testimony or other evidence; serves papers and warrants; transports prisoners; directs traffic.
- Renders first aid, orders wreckers and ambulances and aids accident victims, stranded motorists and disabled vehicles, and other assistance.
- Protects scenes of crimes and preserves evidence for specialized investigative personnel.

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Vernon County 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.

- Assists City and Village police, State Patrol, DNR, and other Federal, State and local law enforcement agencies as needed.
- Serves civil and criminal processes, including sales upon executions, lawful seizure of goods, garnishments, etc. Makes proper return of all process served and reports the service made.
- Maintains equipment including, but not limited to: squad cars, radios, cameras, firearms, uniforms, etc.
- Escorts inmates to hospitals, clinics, court and to other appointments and facilities.
- Maintains public security and confidentiality when dealing with the public either in person or by phone.
- Provides the District Attorney and the Court with information, gives testimony when necessary, and provides Court security when requested.
- Answers inquiries when within authority to do so or refers such inquiries to appropriate authorities.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Fills in for department personnel and assists with their duties. When needed, assist Dispatch. Operate radio equipment, pager alerts, computer and teletype equipment, multi-line telephone and other office equipment as necessary.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings and training sessions (24 hours annual inservice required).
- May perform cleaning duties in office and support areas.
- May receive and record fines and bail money.
- Performs related work as required or directed.

IV. Physical Demands

- Approximately 75% of the time is spent sitting; hearing, using near and far vision, driving vehicles; 50% walking, standing, climbing, bending, talking, color identification, handling; 25% exposure to fast moving vehicles. 10% -fingering, lifting, carrying up to 40 pounds, 10% - exposure to loud noises; In more non-routine situations and with little or no notice, one may be physically attacked and have to grapple, stoop, crawl, run, crouch, bend, reach, or push/pull 160 pounds or more. Must be able to lift, carry, and wear a self-contained breathing apparatus weighing approximately 40 lb. Occasionally exposed to adverse environmental and atmospheric conditions.
- Involves potential for physical attack.
- May involve potential for minimal exposure to blood/body fluids.

V. Education and Training Requirements

Must possess a high school diploma or GED. Law Enforcement Officer (Deputy) must achieve at least 60 college or an associate degree within 5 years of employment if first employed as law enforcement officer after 2/1/93; training in Corrections or Criminal Justice/and or Police Science Degree preferred. Ability to type 35 words per minute desirable. Must pass background check and other requirements for Law Enforcement certification. Preference may be given to applicant certified or Certifiable by Wis. Law Enforcement Standards Board. Any suitable combination of experience and training may be substituted by the governing authority. Requires good driving record and possession of a valid driver's License and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel desirable. Note: All appointees must successfully complete law enforcement certification training as required by the Law Enforcement Standards Board. Must live in Vernon County within 6 months following appointment.