

# COLBERT COUNTY JOB DESCRIPTION

## JOB OVERVIEW

<b>JOB TITLE</b>	DEPUTY SHERIFF
<b>DEPARTMENT</b>	COLBERT COUNTY SHERIFF'S OFFICE
<b>LOCATION</b>	COLBERT COUNTY
<b>REPORTS TO</b>	SHERIFF / CHIEF DEPUTY
<b>DATE UPDATED</b>	OCTOBER 2021

## GENERAL JOB DESCRIPTION

Under the direction of the sheriff, the employee patrols assigned area and responds to calls and complaints. Processes civil and criminal papers. Provides security for transport of prisoners, court proceedings and special events. Assists with booking process, search of inmates, release process and other jail duties. Performs other law enforcement duties as assigned.

## DUTIES & RESPONSIBILITIES

### A. Patrol

1. Patrols the county observing activities; looks for any situation that does not appear normal for the area.
2. Responds to and investigates all calls or complaints received; prepares a written report for each complaint.
3. Performs preliminary investigation of crimes. Gathers names of witnesses; secures the crime scene: briefs super/ for and/or investigator of known facts and situations; assists -with collection of evidence and interviews.
4. Enforces all traffic regulations; issues citations to offenders.
5. Provides backup support for other Law enforcements it officers and agencies as needed.
6. Participates in raids for misdemeanor and felony tickets; completes arrest reports.
7. Makes arrests for misdemeanor and felony acts; completes arrest reports.
8. Observes and makes building checks of county businesses, schools, churches and other buildings during closed hours
9. Keeps traffic moving smoothly; directs traffic as required and provides escorts for funeral processions.
10. Assists motorists or pedestrians in need; calls wrecker and/or ambulance, provides emergency vehicle escorts, contacts family members when needed.
11. Enforces all county, state and federal laws.

### B. Civil and Criminal Process

1. Serves and executes various civil papers including subpoenas, probate orders, etc. Provides information to persons receiving papers as to their responsibilities.
2. Serves warrants of arrest; arrests and transport) individuals to jail and assists them in making bond.
3. Assists with the booking process.
4. Contacts with various sources to locate civil par or recipients.
5. Reviews civil papers as necessary.
6. Testifies in court as required.

### **C. Security**

1. Transports prisoners to and from county jail and other facilities such as court, medical facilities, state prison and mental institutions.
2. Transports prisoners to and from county jail and law enforcement facilities in other states and counties.
3. Transports emergency medical personnel, medical supplies, juveniles and government personnel as needed.
4. Provides security at court proceedings.
5. Provides security at local public events.

### **EDUCATION & TRAINING**

1. Possess a high school diploma or equivalent and some experience in law enforcement is preferred; however, any combination of education and experience which provide the qualifications listed above will be considered.

### **KNOWLEDGE & EXPERIENCE**

#### **(\* Can be acquired on the job)**

1. \* "Knowledge of Sheriff's Office Policy rules and policies.
2. \* "Knowledge of county road system.
3. Reading skills to comprehend operator manuals, State and County Law enforcement directives, procedures and instructions.
4. Writing skills to clearly and neatly complete routine forms.
5. Math skills to perform basic mathematical functions.
6. Ability to work on several tasks at a time and remain calm.
7. Ability to operate basic office equipment including computers, copiers, fax machine, and a multi-line telephone system.
8. Ability to remain calm and exercise good judgment in response to emergency situations.
9. Knowledge of basic computer skills.

### **SKILLS & ABILITIES**

1. Possess a clean criminal history.
2. Ability to comply with departmental rules and regulations.
3. Ability to travel to attend training seminars.
4. Ability to work in highly stressful and dangerous situations.
5. Ability to work overtime, non-standard hours, holidays, weekends and during emergencies.
6. Ability to work any shift.

### **WORKING CONDITIONS**

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<b>WORK ENVIRONMENT</b>	The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.
<b>HOURS / SHIFTS</b>	12 HOUR SHIFTS 6A-6P / 6P-6A
<b>SALARY</b>	\$ _____ <i>plus .25 pay diff per hour (3P-11P)</i> <i>.50 pay diff per hour (11P-7A)</i>
<b>BENEFITS</b>	<ul style="list-style-type: none"><li>• Health Insurance, Retirement, Annual and Sick days, Air-Evac, Paid Holidays(list each year) Personal Holidays, Long-term and Short-term Disability</li><li>• Options: Vision Insurance, Dental Insurance</li></ul>