



**DEPUTY SHERIFF**

**Department:** Sheriff's Department

**Job Class:** 254900

**Pay Range:** Public Safety 02

**FLSA Status:** Non-Exempt

**Represented:** Yes

**CSC Approved:** 03/13/01

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible, general duty and investigatory law enforcement work involving the protection of life/property and the preservation of the peace for the Pierce County Sheriff's Department. Work is performed in accordance with the mission, goals and objectives of the Sheriff's Department, and in compliance with governing federal, state, and local laws.

**ESSENTIAL FUNCTIONS:**

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksites.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- The Washington State core job description for Law Enforcement Officer as developed by Systems Design Group, dated June 1992, states the following Primary and Essential Functions, and are requirements of the Pierce County Sheriff's Department:

**A. POWERS OF ARREST AND CONTROL**

1. Conduct full search of arrested persons
2. Conduct frisk or pat down
3. Advise persons of constitutional rights
4. Arrest persons with a warrant
5. Arrest persons without a warrant
6. Handcuff suspects or prisoners
7. Seize contraband, weapons and stolen property from suspects
8. Execute arrest warrants
9. Request verification of warrants before execution
10. Inspect patrol vehicle for weapons and contraband (e.g., before and after prisoner transport)
11. Pursue, on foot, fleeing persons (PCSD)
12. Use of job related equipment (PCSD)

**B. SELF DEFENSE\USE OF FORCE**

1. Subdue physically attacking person
2. Use weaponless defense tactics
3. Subdue person resisting arrest
4. Grip person tightly to prevent escape
5. Disarm violent armed suspect
6. Pull person out of vehicle who is resisting arrest
7. Break up fights between two or more persons

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#### **C. DEADLY FORCE**

1. Discharge firearm at person
2. Draw weapon to protect self or third party
3. Clean and inspect firearms
4. Participate in firearms training
5. Fire weapon in nighttime combat (not including training)
6. Fire weapon in daytime combat (not including training)
7. Fire a weapon in dark environment with flashlight in one hand

#### **D. MOTOR VEHICLE ENFORCEMENT**

1. Arrest DWI suspects
2. Execute felony motor vehicle stop
3. Stop vehicles to investigate, warn or arrest occupants

#### **E. EMERGENCY VEHICLE OPERATION**

1. Engage in high speed pursuit driving in congested area
2. Engage in high speed response driving in congested area
3. Engage in high speed response driving off road
4. Engage in high speed pursuit driving on open road
5. Engage in high speed response driving on open road
6. Operate police vehicle on ice covered road
7. Operate police vehicle on snow covered road

#### **F. EMERGENCY ASSISTANCE**

1. Take mentally deranged persons into custody for their own protection
2. Administer cardio-pulmonary resuscitation (CPR)
3. Administer mouth-to-mouth resuscitation
4. Apply basic first aid to control bleeding
5. Apply basic aid to unresponsive/unconscious person
6. Apply basic first aid to treat for heart attack
7. Talk with persons attempting to commit suicide to get them to delay or stop their attempt
8. Use protective gear to prevent contact with infectious diseases
9. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.

#### **G. CRIME SCENE RESPONSE**

1. Collect evidence and property from crime scenes
2. Fill out forms to document chain of custody of evidence
3. Dust and lift latent prints
4. Package (bag and tag) evidence
5. Record location of physical evidence at scene
6. Secure crime scene
7. Initial\Mark\Label evidence
8. Locate and protect latent evidence

#### **H. CRIMINAL INVESTIGATION**

1. Interrogate suspects
2. Prepare felony paperwork, i.e. probable cause statement, charge sheet "super" forms, etc.
3. Present evidence and testimony in legal and administrative proceedings

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#### **H. CRIMINAL INVESTIGATION (continued)**

Respond to and conduct preliminary investigation of events related to:

4. Homicide
5. Rape
6. Robbery
7. Felony Assault
8. Burglary
9. Fatal Traffic Accident
10. Vehicular Homicide
11. Vehicular Assault
12. Family Disturbance

#### **I. SPECIAL OPERATIONS**

1. Participate in raids and searches
2. Search for a person in a darkened building or environment

#### **J. COMMUNITY INTERACTION/COMMUNICATION (PCSD)**

1. Write reports documenting work activity and/or other special projects
2. Speak with members of the community, individually or in group situations, to further the basic community oriented mission of the department
3. Engage in oral communication, employing verbal skills to defuse volatile or hostile situations
4. Assist citizens in locating or obtaining resources to address problems or special needs

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION:** Work is performed under the direction of a supervisory officer and is assigned in terms of overall objectives and resources available. Deputies may temporarily oversee the work of cadets, reserves and volunteers.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in a variety of environments, including in an office and prolonged periods of driving and/or sitting in a vehicle. Travel throughout the Pierce County geographic region is required. A Deputy Sheriff is exposed to physically confrontational situations, personal danger and bio-hazardous materials on a routine basis. Work is performed during periods of high stress and tension, and the ability to remain calm and make critical decisions during high stress periods is vital to position success. Work is subject to numerous interruptions, responding and/or resolving multiple issues occurring simultaneously, which may be of a critical, emergent or life-threatening nature, and involves close attention to detail while requiring accurate and appropriate judgement.

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**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing and seeing. A Deputy Sheriff will assist in any emergency situation, and must maintain physical ability to effect a forcible arrest or deal with physical, confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical activities during those times are running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. A Deputy Sheriff must be able to clearly distinguish and identify colors, accurately and safely discharge a firearm (either hand) with unassisted vision, safely drive a vehicle with unassisted vision, clearly discriminate electronic, mechanical and human sounds, and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees.

### **KNOWLEDGE, SKILL AND ABILITIES:**

#### **Knowledge of:**

- Federal, State and local laws and Pierce County Sheriff's rules and regulations, and other applicable rules or contracts.
- Effective law enforcement practices and techniques, community policing and incident command.
- Geography of Pierce County, it's incorporated cities, and road networks.
- General principles of crime and accident investigations, techniques of interrogation, identification and preservation of evidence.
- Court procedures.
- English language as needed to perform the work.
- First aid and skill in applying that knowledge.
- Customer service practices.

#### **Skill in:**

- Use and care of firearms/required equipment.
- Problem solving.
- Conflict resolution; defensive tactics; and de-escalation techniques.
- Applying required knowledge and abilities.

#### **Ability to:**

- Handle work challenges often under adverse or ambiguous circumstances, with poise and self-confidence and to determine the proper course of action.
- Enforce laws and rules/regulations in a firm, tactful and impartial manner.
- Establish and maintain effective working relationships at all levels.
- Operate office equipment and personal computers associated with the position.
- Understand and convey ideas and information effectively, both verbally and in writing.
- Work with public to solve problems and tactfully resolve complaints and concerns.
- Obtain information through interview, interrogation and observation.
- React quickly and calmly in emergencies.
- Represent the Sheriff's Department in the community in a manner that is consistent with Sheriff's Department policies.
- Effectively interact with people of all ages and from all social, cultural, ethnic and economic backgrounds in a manner that is fair, consistent and non-discriminatory.
- Prepare clear and comprehensive written reports.

**KNOWLEDGE, SKILL AND ABILITIES: (continued)**

**Ability to: (continued)**

- Effectively manage time and work independently.
- Physically perform the essential job functions of the position, including wearing, carrying and handling all duty related weapons, clothing and tools.
- Meet the traveling requirements of the position.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Use appropriate judgment when responding to and resolving multiple incidents occurring simultaneously, that may be of a critical, emergent or life-threatening nature.

**MINIMUM REQUIREMENTS TO APPLY:**

**Promotional Applicants:**

To apply for placement on the promotional register for Deputy Sheriff, applicants must be currently employed as a Correctional Officer with the Pierce County Sheriff's Department with a minimum of three years continuous employment, including the probationary year, prior to the closing date of the promotional examination announcement. Employee must be in good standing to participate in the promotional examination process.

**Entry Level Applicants:**

High School diploma or G.E.D. certificate. At least age twenty-one (21) at time of appointment. United States citizenship or lawful permanent resident and the ability to read and write the English language as required by RCW 41.14.100.

**In-State Lateral Applicants:**

In addition to the minimum requirements listed for entry level applicants, lateral applicants must meet the following requirements at the time of application:

- 1) At the time of application, current full-time employment with a city, county, or state law enforcement agency in a general law enforcement capacity, which includes patrol experience;
- 2) Minimum one (1) year experience with the current agency and not on probation;
- 3) Have successfully completed the Washington State Criminal Justice Training Commission basic law enforcement academy for police officers, or its equivalency academy, and be currently certified as a law enforcement officer in Washington State.

**Out-of-State Lateral Applicants:**

In addition to the minimum requirements listed for entry level applicants, lateral applicants must meet the following requirements at the time of application:

- 1) At the time of application, current full-time employment with a city, county, or state law enforcement agency in a general law enforcement capacity, which includes patrol experience;
- 2) Minimum two (2) years experience with the current agency and not on probation;
- 3) Have successfully completed a state sponsored or certified Criminal Justice Training Academy for police officers, and currently hold a "General Law Enforcement Commission" or equivalent commission with the current agency;

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#### **SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

##### **Entry Level Applicants:**

Ability to successfully complete Pierce County Sheriff's Department background investigation. Ability to pass the Washington State Criminal Justice Training Commission physical fitness requirements at time of entrance to the Academy. Entrance to and successful completion of the Basic Law Enforcement Academy is a condition of continuing probationary employment as required by RCW 43.101. Valid Washington State driver's license is required at time of appointment.

##### **Out-of-State Lateral Applicants:**

In addition to the special requirements listed for entry level applicants, out-of-state lateral applicants must successfully complete the Washington State Criminal Justice Training Commission Law Enforcement Equivalency Academy within one year of hire or certification by the Training Commission as having completed an equivalent training course as a condition of continued employment.