

## DEPUTY SHERIFF I

### **DEFINITION**

Under general supervision, to learn and perform basic law enforcement and crime prevention work; to learn and assist with law enforcement patrol work, answering calls and complaints; to basic learn investigate methods and techniques; to serve as deputy coroner; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and training classification for the performance of professional law enforcement work. Incumbents are expected to undergo formal training in an academy certified by the California Commission on Peace Officer Standards and Training. An incumbent will also be given field assignments to demonstrate work habits and capabilities. After successful completion of training and demonstration of readiness for promotion, an incumbent will normally be promoted to the journey level Deputy Sheriff II classification.

### **REPORTS TO**

Sheriff Sergeant.

### **CLASSIFICATIONS SUPERVISED**

None.

## **EXAMPLES OF DUTIES**

- Learns to patrol assigned areas and answers calls for protection of life and property.
- Learns to conduct preliminary investigations.
- Learns to interrogate witnesses, gather evidence, and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- Learns to investigate accidents.
- Assists and cooperates with other law enforcement agencies, responding to incidents, conducting investigations and making arrests.
- Dispatches law enforcement personnel.
- May transport mental health clients.
- May be assigned to assist with fingerprinting or fingerprint classification work.
- Learns to take pictures or make sketches at crime scenes.
- Learns to lift latent prints and take plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as a Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- Learns and assists with follow-up and investigative work.
- May secure search warrants and criminal complaints, preparing detailed reports.
- As needed, act as the OES Duty Officer.
- Performs related duties as assigned.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing up to 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is performed in office, detention facility, courtroom, and outdoor environments; unusual exposure to life-threatening situations; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Basic knowledge of modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- Some familiarity with laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- The general geography and topography of Plumas County.
- Use and care of Department authorized fire arms.
- First aid techniques.

### **Ability to:**

- Learn to perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

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**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Some previous basic law enforcement experience is desirable.

Completion of special educational training in criminal justice is desirable.

**Special Requirements:** An incumbent must graduate from a Peace Officer Standards and Training Commission (P.O.S.T) certified academy within one (1) year of initial employment.

An incumbent must obtain First Aid and CPR certificates within one (1) year of initial employment.

Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.