

JOB DESCRIPTION
DEPUTY SHERIFF/DEPUTY CORONER

DEFINITION:

Under supervision, to perform law enforcement, crime prevention and crime detection activities; to occasionally guard and supervise inmates in County jail facilities; to act as bailiff; may be assigned operations supervision; and do related work as required. May be assigned to work as an undercover narcotics officer; may be assigned to train new deputy sheriffs; perform Coroner's investigations / duties.

DISTINGUISHING CHARACTERISTICS:

This class is the journey level sworn class in the Sheriff's series. Incumbents rotate through various assignments and are expected to learn and perform the full range of duties required and complete applicable probationary period.

SUPERVISION RECEIVED AND EXERCISED:

Direction is received from the Assistant Sheriff, Sheriff Lieutenant, or Sheriff Sergeant. May perform functional supervision at a scene of some particular incident e.g., when assigned as officer in charge, monitor the activities of other deputies on patrol, supervise the Sheriff's Office activities, serve as primary officer liaison with the public and outside agencies, provide guidance and assistance to other officers. May be assigned to supervise, train and evaluate new Deputies. May supervise and direct undercover narcotics operations.

EXAMPLES OF DUTIES – Depending upon assignment, duties may include, but are not limited to the following:

Perform a variety of assignments including that of Jail Dispatcher, Bailiff, Civil Deputy, Crime-Scene Investigator, Identification Technician (photographer) and Deputy Coroner.

As a Civil Deputy, will be required to receive records and serve a variety of civil processes and to maintain the required records of processes filed and monies collected.

As a Bailiff will discharge the Sheriff's duty to attend all sessions of the Superior Court, serving the Superior and Municipal Court Judges.

As a Crime Scene Investigator, upon assignment, assist in the initial investigation of reported crimes through detailed examination of a crime scene for evidence of the, photographing and collecting the same.

EXAMPLE OF DUTIES continued:

As an Identification Technician, will be responsible for the operation and maintenance of the photography, laboratory and for the processing of evidence within Department capabilities.

Prepare report of arrests made, investigations conducted, and unusual incidents observed.

While on patrol, stop drivers operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.

Serve warrants, subpoenas and civil documents.

Secure information from witnesses and suspects.

Make independent decisions while working in the field.

Analyze situations accurately and adopt effective courses of action.

Control, direct and instruct inmates individually and in large groups.

Understand and carry out oral and written directions and regulation and department policies.

Administer first aid in emergency situations.

Assist in County search and rescue operations.

Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public.

May transport prisoners and others to court, hospital and other jurisdictions.

Perform special assignments as assigned by the Sheriff

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic rules and regulations of the Sheriff's Department and jail operation procedures.

Major provision of criminal and traffic law with particular reference to apprehension, arrest, search and seizure, and the rules of evidence.

QUALIFICATIONS continued:

Knowledge of:

Basic laws applicable to the apprehension and treatment of juveniles.

Care and operation of small firearms and other law enforcement equipment.
First aid techniques.

Ability to:

Observe accurately and remember names, faces, number, incidents, and places.

Secure information from witnesses and suspects.

Make independent decisions while working in the field.

Analyze situations accurately and adopt effective courses of action.

May control, direct, and instruct, inmates individually and in large groups.

Write clear and comprehensive reports.

Understand and carry out oral and written directions and regulations and departmental policies.

Use care of firearms.

Establish and maintain cooperative working relationships with fellow employees and the general public.

Learn to operate surveillance, control, and communications equipment.

Think and act quickly in emergencies; judge situations and people accurately.

Learn, understand, and interpret laws and regulations.

Some positions may require the ability to use small boats in the performance of their duties.

Learn standard broadcasting procedures of a radio system.

Meet standards of physical stature, endurance, and agility established by the County of Mono.

EXPERIENCE AND EDUCATION:

Education:

Any combination equivalent to experience and education that could likely provide required knowledge and abilities would be qualifying. Completion of the 12th grade (or equivalent).

License and Certificates:

Possession of an appropriate valid California Driver's License.
Specialized training as approved by the Commission of Peace Officers Standards and Training, (POST).
(Graduation from a California Law Enforcement Academy during the first year of employment).

Special Requirements:

Minimum age at date of hire: 21 and no felony convictions.

NEW HIRES WITH EXPERIENCE:

For those candidates who possess a Basic Law Enforcement Certificate awarded by POST and who are currently employed by a County Sheriff's Office as a Deputy Sheriff or a City Department as a Police Officer with general law enforcement duties, the following knowledge is required:

- . Laws pertaining to search and seizure, arrest and interrogation of suspects.
- . Rules of evidence and basic criminal law.
- . Law enforcement vehicular and foot patrol techniques.
- . Techniques of criminal investigation.
- . United States citizenship.

EQUIPMENT USED:

Handguns, rifles, batons, various vehicles depending on assignment (such as patrol car, snowmobile, Thiokol (over snow vehicle), motorboat, search and rescue equipment.

ENVIRONMENTAL CONDITIONS:

Work is performed both indoors and outdoors in both quiet and noisy environments (such as firing ranges, highway traffic, sirens, firearms and the clanking of heavy metal jail doors); with occasional work performed in cramped confined spaces. Temperature extremes vary depending on seasonal exposure (from 25 degrees below zero Fahrenheit to 115 degrees Fahrenheit depending on season fluctuations). There is possible exposure to body fluids and infectious agents including blood borne viruses, which can produce chronic disease or death. The possibility exists of an exposure to contaminated needles, illicit drugs,

ENVIRONMENTAL CONDITIONS continued:

hazardous materials and toxic fumes such as found in chemical or drug labs, dust and airborne particles such as found in a firing range or in windy conditions while working outdoors; environmental allergens such as poison oak, dust, grasses, insect bites, and sunshine for long periods of time. Equipment used and tasks performed present a high risk of body injuries e.g., cuts, punctures, bruises, sprains, fractures.

MENTAL REQUIREMENTS:

The following mental abilities are required: Alertness, concentration, judgment, patience, memory, problem solving, initiative, and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods of inactivity is very important for situations such as driving or seated as a passenger in a moving or stationary vehicle.

PHYSICAL DEMANDS:

Hearing: Adequate to hear and understand conversations in both quiet and noisy environments with the ability to localize from which direction a sound is coming. An officer must possess ability to discriminate among both speech and non-speech sounds, e.g. to hear and correctly understand individuals being interviewed. To hear and correctly understand radio transmissions while operating a motorized vehicle, to hear scuffling, opening and closing of doors, or firearms being loaded in order to determine safe entry or exit of a situation or building and to detect the approach of vehicles, people, animals, machinery; and to anticipate potentially unsafe situations.

Vision: Must be adequate to meet DMV criteria for required licensing. Accuracy in far vision is very important such as to determine whether someone twenty feet away is holding a gun or a non-

weapon item. If an officer who wears corrective lenses loses his/her glasses or lenses, the officer must have adequate uncorrected vision to find his/her vehicle, holster, radio or partner. DMV accurate color vision is necessary to properly describe evidence, situation, suspects, and vehicles.

Dexterity &

Coordination: Arm strength and range of motion, which is sufficient to write, use firearms, subdue and handcuff suspects. Mobility is important to be able to walk distances with coordination and balance in both light and dark environments on uneven, irregular surfaces and steep inclines. Finger dexterity and arm-hand steadiness adequate to operate firearms accurately, handcuff suspects, load firearms, drive vehicle and operate the car radio, use word processor, typewriter, or keyboard. Must have ability to move arms or legs rapidly, such as to use weaponless defense tactics or to apply car brakes in order to avoid collision. Flexibility is necessary to perform

Dexterity &

Coordination continued:

such tasks as climbing fences, subduing a combative person, writing reports and operating a word processor or typewriter. Must pass basic physical as a condition of employment.

Physical

Strength:

Must have muscle strength to lift, push, pull, and carry heavy objects such as to change a tire, perform search and rescue missions including climbing, and lifting and carrying litters containing injured persons or getting an uncooperative adult into the back of a patrol vehicle without assistance. Carrying basic equipment bags with cameras, specimen containers, etc. Stamina and balance is necessary to perform such tasks as: walking five miles or more, running up a flight of stairs, scaling a fence, climbing up and down hills on uneven terrain, walking on icy surfaces, ride on horse back, to be lowered out of a helicopter on a wench. Trunk strength and stamina for repeated activities in necessary.

Examples of some necessary strengths:

Moving and/or carrying heavy awkward objects such as an injured or unconscious person. Moving large objects during rescue operations or accident scene investigations or objects or evidence.

Carrying heavy objects on shoulders while walking, running and/or kneeling, e.g., field packs, search and rescue equipment.

Pushing weights of up to 100 pounds such as to forcefully open locked doors or move objects obstructing access to a location.

Reaching, stretching and using hands above the waist for extended periods of time such as to operate a patrol vehicle and operation of safety equipment.

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