



**Deputy Sheriff**  
Sheriff's Office

SO/10

**JOB SUMMARY**

This position performs police work involving the protection of life and property, the enforcement of laws, and the investigation of crime.

**MAJOR DUTIES**

- Responds to calls relayed by radio, including domestic disputes, arrests, burglaries, traffic accidents, lost or missing persons, and stranded motorists.
- Patrols the county to enforce state, federal, and local laws and to detect and deter crime.
- Carries out investigations of assigned cases; collects evidence; identifies and apprehends offenders; interviews complainants, victims, witnesses and suspects; conducts follow-up investigations as required.
- Responds to crime scenes; examines crime scene to identify and collect evidence; photographs scenes; lifts fingerprints and makes composites.
- Serves civil papers, warrants, and subpoenas; carries out court orders, including collecting judgments and seizing property; provides courtroom security; transports prisoners.
- Performs the duties of a School Resource Officer as assigned; provides security for students and teachers; mentor students; detects and deters crime; directs vehicle and pedestrian traffic; directs students and staff to community resources as appropriate; provides education and instruction to students and staff.
- Directs traffic and provides escorts as needed.
- Assists other law enforcement officers and agencies as needed.
- Writes reports and completes forms, including incident and accident reports.
- Arrests and takes prisoners into custody; processes arrested persons.
- Performs special duty assignments as directed.
- Assists other law enforcement agencies as requested.

- Testifies in judicial proceedings.
- Transports and escorts prisoners
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of all facets of police work and of applicable constitutional guidelines, federal and state criminal laws, traffic laws, and local ordinances.
- Knowledge of the criminal justice system.
- Knowledge of criminal investigation principles, laws, standards, tools and techniques.
- Knowledge of county streets and geography.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use of firearms and other standard and specialized law enforcement equipment.
- Skill in the use of assigned vehicles.
- Skill in the use of office equipment, including a computer and calculator.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include department policies and procedures, federal and state laws, case law, accreditation standards, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. Potentially dangerous and life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to protect life and property, enforce laws, and deter crime. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state

and federal laws.

## CONTACTS

- Contacts are typically with department personnel, other county employees, representatives of other law enforcement agencies, suspects, witnesses, victims, attorneys, court personnel and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.