POSITION DESCRIPTION

**SENECA COUNTY SHERIFF’S OFFICE**

An Equal Opportunity Employer

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Job Title: Patrol Enforcement Deputy

County Office: Sheriff’s Office

Immediate supervisor(s): Chief Deputy

Division Captain/Lieutenant (work supervision)  
 Patrol Enforcement Sergeant

OIC’s

Positions Supervised: None

**JOB RESPONSIBILITIES**:

Under direction, the Patrol Enforcement Deputy conducts investigations of accidents, actual or alleged crimes, enforces traffic laws, provides court security, serves warrants, prepares and reviews reports, aids citizens and handles prisoners, as needed.

**QUALIFICATIONS:**

High school diploma or equivalency; successful completion of Law Enforcement Officer training as prescribed by Ohio Peace Officer Training Council; successful completion of LEADS certification; and a valid Ohio driver’s license. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

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| --- | --- |
| KNOWLEDGE OF: | SKILLS AND ABILITIES TO: |
| * Office goals and objectives\* * Office policies and procedures\* * Criminal laws * Civil rights laws * Local and state ordinances and laws\* * Law enforcement administration * State and Federal safety regulations * Traffic law enforcement * Rules of evidence * Radio communications and radio codes * Forensic science principles * Safety procedures * Civil disobedience control techniques * Arrest procedures * Security practices and procedures * Appropriate use of firearms * Criminal apprehension techniques * Self-defense techniques * Investigative techniques * Crime prevention techniques * Prison control techniques * Techniques for collecting and preserving evidence * Court procedures * First aid procedures * Cardiopulmonary resuscitation | * Define problems, collect data, establish facts and draw valid conclusions * Evaluate evidence and records * Collect, classify and collate information * Use investigative methods and techniques * Prepare and present expert testimony in a court of law * Perform duties under dangerous and adverse conditions * Recognize dangerous situations and respond appropriately * Remain calm in emergency situations * Communicate effectively in written and oral form * Use tact when dealing with others * Present a positive image to the public * Handle sensitive inquiries * Resolve problems involving several variables * Work independently * Work flexible hours * Meet physical agility standards * Maintain accurate records * Prepare accurate and complete reports * Drive a motor vehicle * Operate two-way radio * Develop and maintain effective working relationships with supervisor, co-workers and public |

*\*May be acquired after hire*

| % of Time | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification) |
| --- | --- |
| 30% | **INVESTIGATIONS**   * Conducts criminal investigations * Interviews suspects * Gathers and secures evidence * Performs surveillance * Assists with crime scenes including   + Securing crime scene   + Gathering evidence   + Interviewing witnesses * Prepares detailed reports of findings including:   + Incident reports   + Witness statements   + Supplemental reports   + Complaints   + Case files * Operates investigative equipment including:   + Audiovisual equipment camera   + Dusting, fingerprint and drug analysis kits   + Measuring devices |
| 35% | **PATROL**   * Enforces local and state laws * Patrols the county * Arrests criminal offenders * Monitors building security * Responds to alarms, traffic accidents and emergency calls for police assistance * Directs traffic * Conducts accident investigations * Responds to citizen calls and complaints * Assists citizens who are locked out of their cars and homes * Assists with the care and custody of prisoners |
| 25% | **COURT**   * Provides expert testimony * Reports the conclusions to investigations * Provides court room security services * Escorts prisoners * Serves papers and warrants |
| 10% | **MISCELLANEOUS**   * Transports evidence, individual and prisoners, as needed * Attends meetings and services on temporary committees, as requested * Prepares and maintains records and reports * Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions * Performs additional duties and assignments, as requested |
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EMPLOYEE SIGNATURE DATE