

Sierra County 2017-001  
Position Title: Deputy  
Department: Sheriff's Department

Overtime Compensation: See Sierra County Personnel Policy, Ordinance No. 16-009 regarding overtime and compensatory time. Must be pre-approved by the Sheriff.

Holiday Pay: See Sierra County Personnel Policy, Ordinance No. 16-009 regarding holiday pay.

Probationary Period: Employee must complete (12) month probationary period with satisfactory evaluation. Must become certified within one (1) year, if not already or if required to complete certification by waiver course. NMSA 1978, Section 29-7-6 (B) provides that "[a] person employed as a police officer by any law enforcement agency in this state shall forfeit his position unless, no later than twelve months after beginning his employment as a police officer, the person satisfies the qualifications for certification set forth in Subsection A of this section is awarded a certificate attesting to that fact."

F.L.S.A.: Regular full-time position *Classified*. Subject to Sierra County Personnel Policy Ordinance No. 16-009

Reports to: First Line Supervisor

Job Summary:

Under the supervision of the County Sheriff, this position performs a wide range of skilled work in the operation of computing equipment and related machines. The position is responsible for efficient performance of required duties conforming to the rules, regulations and general orders contained herein. Duties shall consist of but are not limited to general police responsibilities necessary to the safety and good order of the community.

Identify criminal offenders and criminal activity and where appropriate, apprehend offenders and participate in subsequent court proceedings.  
Reduce the opportunities for the commission of crime through preventive patrol and other measures.

Aid people who are in danger of physical harm.

Facilitate the movement of vehicular and pedestrian traffic.

Identify potentially serious law enforcement or governmental problems.

Promote and preserve the peace.

Provide emergency services,

The Deputy position is non-supervisory. Deputy's duties are performed on an assigned shift under the general guidance of the sergeant.

#### MINIMUM QUALIFICATIONS:

Must possess a high school diploma or equivalent. Preference will be given to any applicant with a minimum of two (2) years college experience or a degree in Criminal Justice. Must possess a valid New Mexico driver's license. Must be familiar with the State Laws of New Mexico. Must have the ability to analyze data, develop and compose comprehensive reports and research. Must have the ability to communicate effectively in written and oral English. The ability to communicate in Spanish may receive preferential consideration with equal skills and abilities. Must be at least 21 years of age, a U.S. citizen, have no convictions of a crime involving moral turpitude or felonies.

#### Essential Duties:

Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders. Coordinates efforts with those of other member of the department so that teamwork may ensure continuity of purpose and achievement of police objectives. Communicates to superiors and to fellow officers all information obtained in the field, which is pertinent to the achievement of police objectives. Responds punctually to all assignments. Acquires and records information concerning events that have taken place since the last tour of duty. Record activity during tour of duty in the manner prescribed by proper authority. Maintains weapons and equipment in a functional, presentable condition. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the Sheriff's Department and suggest other procedures to be followed. Accountable for the securing, receipt and proper transporting of all evidence and property coming into custody. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance. Preserves the peace at public gatherings, neighborhood disputes and family quarrels. Serves or delivers warrant, summons, subpoenas and other official papers promptly and accurately when so directed by a superior officer. Confers with prosecutors and testifies in court. Accomplishes other general duties as they are assigned or become necessary. Performs other duties as may be assigned by the Sheriff. Cooperates with the efforts of other law enforcement agencies.

### Work Environment:

Essential duties will be outside in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete or tile surfaces. Outside work will be exposed to dust and fumes, and normal outside weather conditions. The position will be exposed to long working hours, some travel, mental stress and tension.

### Equipment, tools and materials:

In performing the essential duties the following is a list of items needed in job performance: Copier, vehicle, fax machine, telephone, computer, typewriter, general office supplies and equipment, overhead projectors, work processing software, presentation software, data base software, accounting software and adding machine.

### Mental functions:

Must be able to use independent judgment in various situations and recommend appropriate action.

Must be able to set priorities and organize assigned tasks.

Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling and grammar.

Must be able to research and analyze data, to apply policies and procedures and to present conclusions effectively in oral and written form to senior staff, the Commission and the general public.

Must be able to work effectively with the public. Must have great communication skills and diplomacy in handling issues that affect the public. Must be able to change position on any issue when presented with an alternative that offers a better situation.

### Physical Functions:

Must be able to sit, stand and work intermittently throughout the workday.

Must be able to lift, carry, push and pull up to 25 pounds occasionally.

Must be able to work with arms extended and bent on a frequent basis.

Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.

Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.

### Specific duties and responsibilities, preventive patrol:

Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes: Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones and other

emergency services should be noted. Apprehending persons violating the law or wanted by the police. Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report. Preserving any serious crime scene until the sergeant or investigator arrives. Public assembly checks. Building security checks. Observing and interrogating suspicious persons. Issuing traffic citations. Being alert for and reporting fires. Reporting street light and traffic signals out of order, street hazards and any conditions that endanger public safety. Checking schools, parks and playgrounds. Responding to any public emergency. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and records, data, which will aid in identification, apprehension and prosecution of offenders as well as the recovery of property. Alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits. Responds to situations brought to the officers attention while in the course of routine patrol or when assigned by radio. Renders First Aid, when qualified, to persons who are seriously ill or injured. Assists persons needing police services. Remains on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the sergeant or on call supervisor is on duty has issued authorization for a temporary absence. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.

#### Concerning a patrol vehicle:

See that it is well maintained mechanically and that it is kept clean both inside and out. Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures. Removes the keys whenever the patrol car is left unattended for any reason. Uses only vehicles assigned by the Sheriff. Operates the radio according to FCC regulations and current departmental procedures. Ensures that the assigned vehicle's gas tank is full before completion of each tour of duty. Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use. Takes measures to direct the flow of traffic during periods of congestion. Notifies the sergeant or on call supervisor on duty if more than a temporary absence from regular duties is required.

#### Specific duties and responsibilities, traffic patrol:

Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic. Enforces the parking ordinances and motor vehicle laws in the patrol areas. Alert to traffic safety conditions, which may endanger or inconvenience the public and reports such conditions to the sergeant or on call supervisor. Responds immediately when called from a traffic post to render emergency police service. Notifies the sergeant or the on call supervisor at the earliest possible opportunity. Wears the prescribed traffic safety clothing and equipment.

Knowledge, skills and abilities:

Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles, some knowledge of the fundamental principles of adolescent psychology; knowledge of policy investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public; physically fit.

Education and experience:

High school degree or GED, valid New Mexico driver's license, and responsible work experience. Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.

I have read this job description (or had it read to me) for Sheriff's Deputy and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

Acknowledge receipt of on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Print Name)

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Department Head