



Lake County Deputy Sheriff

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	5	Non-Exempt

NATURE OF WORK

The first level of the Patrol/Investigation Series is responsible for conducting law enforcement activities to ensure public safety. Responsibilities may include responding to requests for assistance from the public; preventing traffic accidents and deterring violators; investigating accidents and criminal incidents; preparing incident reports; ensuring the security and order of the court; receiving, processing, recording, storing, maintaining and releasing evidence; and protecting crime scenes.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Patrols an assigned area to enforce local, State, and Federal laws; investigates crimes; collects evidence; interviews witnesses and suspects	Daily 25%	B2
2.	Responds to calls for assistance, policy enforcement, medical help, or safety; collects information, assists with possible medical emergencies, and determines need for further action; performs lifesaving procedures.	Daily 20%	B2
3.	Performs investigations regarding complaints; questions individuals involved in incidents; gathers information and evidence; determines laws, regulations, or rules broken; prepares information and documentation for trial. apprehends criminals and offenders.	Daily 20%	B2
4.	Performs civil process operations. Prepares and presents educational programs regarding laws, rules, regulations, and safety.	Daily 15%	B2
5.	Maintains records of crimes, injuries, incidents, and traffic accidents; completes basic operational reports.	Daily 10%	B2
6.	Assists in controlling inmate population. Transports inmates. Provided courtroom security.	10% Daily	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Positions in this classification perform tasks to accomplish the defined goals related to the protection of people and property in the County. Employees have limited latitude in what duties they will perform, but may determine how to approach or handle situations depending on the conditions of the situation.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under given general direction as to how the objectives and goals are achieved.



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DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience; and instruct others in work methods and procedures.

TRAINING AND EXPERIENCE REQUIREMENTS

Associate's degree or two-year technical certificate in Law Enforcement or related field; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Peace Officers Standards and Training License or Eligible
- Minnesota Class D Driver's License

KNOWLEDGE REQUIREMENTS

- Principles and practices of patrol and crime prevention;
- Law enforcement weapons and equipment;
- Applicable Federal, State, and local laws, rules, and regulations;
- County geography;
- Safety principles and practices;
- Defensive techniques;
- Report preparation techniques;
- Physical apprehension, handcuffing, and restraining techniques;
- Educational programming principles and practices;
- Operation of motor vehicles;
- Computer operation and related software applications.

SKILL REQUIREMENTS

- Applying law enforcement principles and practices;
- Utilizing a variety of law enforcement weapons and equipment;
- Applying applicable Federal, State, and local laws, rules, and regulations;
- Maintaining records and preparing reports;
- Providing customer service;
- Presenting and attending training sessions regarding public safety;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.



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PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to extreme temperatures, inadequate lighting, work space restricts movement, travel, and environmental threats.

CLASSIFICATION HISTORY

DATE	COMMENT
March, 2017	Draft prepared by GBS (GM)
October, 2017	Revised by GBS (MO)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.