

## 2-02/090.00 - Deputy Sheriffs

Deputy Sheriffs are the main work force from the sworn category, and are responsible for performing a wide variety of law enforcement functions. Deputy Sheriffs must exhibit discretion, a comprehensive knowledge of the law and highest ethical standards. Deputy Sheriffs must be service-oriented and actively assist community members in solving problems and maintaining the peace. Deputy Sheriffs shall be held accountable for their actions and must adhere to Departmental Core Values.

The duties of this classification include the following:

- Protecting life and property;
- Preventing crime;
- Apprehending criminals;
- Investigating reports of crime;
- Managing the care, custody and transportation of prisoners;
- Serving as a bailiff in the municipal and superior courts; and
- Working in an administrative or support function.

In addition to position specific responsibilities, each Deputy Sheriff is accountable for:

- His personal actions and omissions and when reasonable and appropriate, the acts and omissions of his subordinates;
- Fiscal - making every reasonable effort to complete his duties within his assigned shift. Those assignments that require the use of overtime shall be handled in a manner consistent with established overtime guidelines, MOU's and FLSA provisions;
- Delivery of Services - supporting and promoting the Department's Core Values and Service Oriented Policing philosophy;
- Efficient and Effective Operations - being aware of his Unit's mission and goals and actively striving to accomplish these objectives through his actions and statements. reports and notifications shall be complete, accurate and timely;
- Personal - maintaining a professional appearance and demeanor, treating the community he serves in a fair and impartial manner and conducting himself in keeping with the highest ethical standards;
- Risk Management - utilizing officer safety equipment and techniques authorized by the Department in an effort to minimize risk. Utilizing safe driving techniques while driving County vehicles;
- Health and Safety - supporting Unit-level wellness programs and keeping a safe, secure and clean work place;
- Personal Relations - treating every member of this Department, sworn and civilian, with the same dignity and respect that he would expect in return;
- Demeanor/Attitude - by actions and statements, reflecting maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department;
- Communicative/Interpersonal Skills - encouraging and promoting open constructive relationships with the public, co-workers, subordinates and superiors through understanding, empathy and tolerance. Written and oral communications should be clear and concise;
- Social Skills - demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the Department;

- Self Improvement - maintaining his professional knowledge and skills and remaining current on events that affect the Department and his Unit; and

Innovation - continually evaluating and seeking methods of improving the operation of his Unit.

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