

Paulding County Sheriff's Office

Policies and Procedures

Subject: Employee Job Descriptions	Policy Number: Lexipol Section 10 – Policy Employee Job Descriptions
Issue Date: December 15, 1995	Revision Date: October 26, 2021
Approval Authority Title and Signature: Jason K. Landers, Sheriff	

DEPUTY SHERIFF

SUMMARY:

Maintains law and order, serves legal process of courts and carries out investigations to prevent crimes or solve criminal cases by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES: (*other duties may be assigned*)

- Patrols the county to enforce laws, investigate crimes and arrest violators;
- Assumes control at traffic crashes to maintain traffic flow, assist crash victims, and investigate causes of crashes;
- Investigates illegal or suspicious activities or persons, quells disturbances, and arrests law violators;
- Locates and takes persons into custody on arrest warrants;
- Transports or escorts prisoners between courtrooms, prisons, and medical facilities,
- Keeps order in courtrooms;
- Operates radio to deliver instructions or messages;
- Searches and assists in locating missing persons or bodies;
- Investigates known or suspected criminals or facts of a particular case to detect planned criminal activity or clues;
- Investigates crimes and questions witnesses;
- Examines crime scenes to obtain clues and gather evidence;
- Prepares assigned cases for court, according to formalized procedures;
- Testifies before courts and grand jury;
- Wears uniform according to OAC 311-1-03; and,
- Regular and predictable attendance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

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skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE, CERTIFICATES OR LICENSES:

An applicant must possess a high School Diploma or general education degree (GED). To apply for a Full-time Deputy Sheriff position, the applicant should have at least an Associate Degree or equivalent from a two-year college or technical school; or one year related experience or equivalent combination of education and experience. The applicant must have a valid Driver's License, and an Ohio Peace Officer Training Council Basic Police Training Certificate.

REASONING ABILITY:

The employee must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

LANGUAGE SKILLS:

Deputies must possess the ability to read and interpret documents such as safety rules and procedure manuals. Each Deputy must have the ability to write routine reports and correspondence. Each Deputy must have to ability to type on a computer and navigate the Internet. Each Deputy must have the ability to speak to and listen to groups or individuals.

EMOTIONAL STABILITY:

Deputies must have the ability to handle more than one function at a time, prioritizing the most important incident and completing it prior to moving on to other functions. Deputies must possess the ability to remain calm and have a calming effect on others during life threatening situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, sit, and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must frequently lift and/or move 50 pounds and occasionally lift and/or move 200+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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