

WHATCOM COUNTY JOB DESCRIPTION

POSITION:	Deputy Sheriff	RANGE:	20 - 25
DEPARTMENT:	Sheriff's Office	FLSA:	NE
REPORTS TO:	Sergeant	EEO:	4

SUMMARY

Provides emergency aid and security and protects the life and property of members of the public in Whatcom County. Patrols, responds to requests for information and assistance, and responds to and investigates crimes, motor vehicle accidents and natural and unnatural deaths. Performs detention of persons, makes arrests, transports prisoners, testifies in court, resolves complaints, controls civil disturbances, and performs crisis intervention. Thoroughly documents activities by report writing. Works both independently and as part of a team.

Depending upon assignment, the incumbent may perform some or all of the following duties, which are a representative sample of the level of work appropriate to this position.

ESSENTIAL JOB DUTIES

Patrols an assigned area of the County to aid in preventing crime and to enforce state and local laws and regulations. Assesses and responds appropriately to a wide variety of calls, complaints and emergency situations, determining the nature of the situation and investigating and responding appropriately. Controls and defuses critical incidents, restoring order as soon as possible. Participates as a member of a team in incident command structure. Crosses international boundaries and traverses Canada to reach portions of the County.

Observes, reports and acts on conditions conducive to crime and danger. Responds to reports of possible crime and takes action as the situation requires; secures crime scenes; photographs and conducts crime scene searches; gathers, preserves, and logs evidence; interviews suspects, victims and witnesses; issues citations and makes arrests. Transports suspects to and from appropriate facility or institution.

Provides assistance to the public in emergency and non-emergency situations. Administers basic first aid and CPR and requests medical service. Provides general information to the public on laws and ordinances. Assesses compliance and interprets and applies regulations legally and equitably for assigned areas. Assists individuals with complaints and inquiries or makes referrals to the appropriate authority or agency.

Communicates effectively with a diverse population, using tone, demeanor and language appropriate to the audience, including individuals from diverse ethnic, racial, cultural, and economic backgrounds, persons for whom English is not a primary language, persons with developmental and learning disabilities, and individuals with a wide variety of physical and psychiatric disabilities, and social and behavioral problems.

Completes all required paperwork, including incident and arrest reports. Maintains accurate and organized records and databases. Writes concisely and correctly. Organizes information clearly.

Provides backup to other Deputies and other law enforcement agencies when requested. Participates

in and performs duties related to other agencies' efforts, as assigned.

Performs additional law enforcement duties related to special work assignments, as assigned by the Sheriff.

Prioritizes and plans own work activities. Uses resources effectively.

ADDITIONAL JOB DUTIES

May be assigned to serve as Resident Deputy, residing in assigned geographic area.

Performs other duties, as assigned.

QUALIFICATIONS

Requires high school diploma or GED. College-level coursework in the area of corrections, law enforcement, law and justice, police science or social services is desired.

Requires knowledge of:

The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

Safety precautions, practices and procedures applicable to the area of assignment.

Basic mathematics, English composition and grammar, recordkeeping and filing.

Requires the ability to:

Analyze situations quickly and objectively. Determine appropriate course of action to be taken in an emergency. Understand and carry out written and oral instructions and prepare clear and comprehensive written reports.

Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.

Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.

Learn and use investigative techniques. Memorize and recall details such as names, faces, incidents, and identification of objects. Testify credibly, accurately and without bias in court and other proceedings.

Listen attentively and communicate effectively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed. Read and write the English language.

Use tact, discretion, respect and courtesy to gain the cooperation of others. Establish and maintain effective working relationships and rapport with suspects, witnesses, victims of crime, co-workers, supervisors, volunteers, representatives of other agencies and businesses, other departments, officials and diverse members of the public.

Fulfill the commitment of the Sheriff's Office and the County to provide outstanding public, inter- and intra-departmental customer service.

Be attentive to detail, maintain a high degree of accuracy, make basic mathematical calculations, check data and prepare and review material in reports and correspondence. Recognize, resolve and correct discrepancies in data or information.

Read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.

Organize, prioritize and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative. Apply good judgment, creativity and logical thinking to obtain potential solutions to problems within the scope of knowledge and authority or refer to the appropriate source. Exhibit reliable attendance and punctuality.

Initiate, compile, compose and/or edit correspondence, records, reports and other applicable documents, and assure all pertinent information from appropriate sources is included and accurate.

Proficiently operate office and other equipment standard to the area of assignment, such as computers, communication devices, protective and emergency equipment, and metal detectors.

Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.

Work independently or cooperatively as a member of a team.

SPECIAL REQUIREMENTS

Must:

Within 15 months of employment, successfully complete the Basic Law Enforcement Academy established under the Washington Criminal Justice Training Commission, and on a continuing basis, other in-service training in methods, procedures and techniques of law enforcement work.

Obtain within 15 months and maintain throughout employment, required qualifications or certifications, such as first aid, CPR, defensive tactics, firearm, electronic control devices and bloodborne/airborne pathogen.

Have a driving record that meets County standards and possess a valid Washington State driver's license at time of hire and throughout employment.

Pass written, physical agility and other civil service job-related examinations and requirements, polygraph test, psychological examination and physical examination.

Be a citizen of the United States and be eligible to cross the border between the United States and Canada.

