



Deputy I-Patrol Sheriff

JOB SUMMARY

This position is responsible for the enforcement of local, state and federal laws.

ESSENTIAL JOB FUNCTIONS

- Patrols the county to detect and deter crime.
- Responds to calls for service.
- Prepares required reports.
- Investigates automobile accidents; prepares accident reports.
- Secures crime scenes and collects evidence.
- Obtains and serves search and criminal warrants; apprehends and arrests suspects.
- Transports prisoners to court and other locations.
- Interviews complainants, witnesses, victims, suspects and informants.
- Attends required training sessions.
- Maintains assigned vehicles and equipment.
- Provides security at the county jail, as assigned; conducts head counts; documents inmate activities; transports inmates to appointments; provides inmates with meals and linens.
- Maintains order and security in the courtroom, as assigned; prepares courtroom for hearings; escorts defendants; collects evidence from jurors.
- Able to report regularly for work and be on time.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of civil and criminal processes.
- Knowledge of departmental and county policies and procedures and federal, state, and local guidelines.
- Knowledge of computers and job related software programs.
- Knowledge of federal, state and local laws; county ordinances; criminal traffic laws; and departmental policies and procedures.
- Knowledge of the boundaries and geography of the county.
- Knowledge of criminal investigation methods, practices and equipment.
- Skill in the use of firearms, communications equipment, and other standard and specialized equipment.
- Skill in operating emergency vehicles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Texas penal code; the Code of Criminal Procedure; Texas Commission on Jail Standards rules; federal guidelines; Sheriff's Office Policies and Procedures; Jail Policies and Procedures; Texas Traffic Law; and other relevant standards and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. Potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to patrol the county to detect and deter crime and to provide support for other operations of the department. Success in this position contributes to the safety and well being of area citizens and their property.

CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, inmates, perpetrators, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Texas Commission of Law Enforcement Officers Standards and Education.

PAY GRADE AND FLSA STATUS

- Pay Grade: 13 FLSA Status: Non-exempt
- Date Created: _____ Approved by: _____
- Date Revised: _____ Approved by: _____

JOB DESCRIPTION CERTIFICATION

I certify that I have read and understand this job description and that it is an accurate description of my work.

Employee's Signature

Print Name

Date

I certify that I have read and understand this job description and that it is an accurate description of this employee's work.

Supervisor's Signature

Print Name

Date

Galveston County will provide equal employment opportunity for all qualified applicants and current employees without regard to race, color, religion, ancestry or national origin, genetic information, disability, Vietnam era and disabled veteran status, age or sex (except where age or sex is a bona-fide occupational qualification), and marital status in human resources matters, including recruitment and hiring, training, promotion, salaries and other compensation, transfer and lay off or termination. In the implementation of this policy, we will actively seek persons for all job levels within the organization and outside the organization through promotions and recruitment from all races and genders. In addition to these protected categories, Galveston County complies with the anti-discrimination statutes in each of the localities in which it operates. Galveston County recognizes its duty to comply with the

American with Disabilities Act and when applicable, the Rehabilitation Act of 1973. Contact the Human Resources Department with questions regarding ADA accommodations or discrimination issues at (409) 770-5418.