
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	103
SUPERVISOR:	Patrol Lieutenant/Sergeant	SALARY RANGE:	Deputy
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the County. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Patrol roads, highways, business and residential areas. Enforce traffic and criminal laws. Patrol rivers in patrol boat enforcing water safety laws and regulations when assigned to boat patrol. Check property security. Investigate road and safety hazards. Operate related police equipment including patrol vehicles, electronic equipment and firearms.

Conduct investigations of reported criminal activity. Respond to citizen complaints. Gather and process crime scene evidence and take latent fingerprints for use in court. Interview and take statements from victims, witnesses and offenders.

Investigate traffic accidents including determining circumstances, gathering evidence and taking statements. Perform first aid when necessary. Make arrangements for emergency medical personnel, ambulances and tow trucks.

Conduct investigations of reported civil disturbances and other calls for assistance such as family disturbances, public disturbances, animal control and lost persons.

Make arrests and book prisoners. Transport prisoners and patients under custody to institutions, courts and on extradition.

Serve subpoenas, warrants of arrest and other civil instruments.

Provide information to the public and answer inquiries regarding laws and ordinances.

Maintain records and prepare reports necessary for efficient investigations, crime prevention, prosecution and office procedures. Appear in court as witness.

Serve as a corrections deputy when needed.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position. May assist in training other employees or act as shift/scene supervisor when necessary.

SUPERVISION RECEIVED: Work under the direct supervision of a Patrol Lieutenant/Sergeant who assigns and evaluates work for conformance to established procedures and methods.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be