

AUGLAIZE COUNTY
An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Sheriff's Office	Employee Name:	
Class Title:	Patrol Officer	Position Title:	Deputy Sheriff
Class Number:		Position Number:	
Dept./Div.:	Sheriff's Office	Civil Service Status:	Classified
Unit:	Patrol	Employment Status:	Full Time
Reports to:	Sergeant	FLSA Status:	Non-exempt
Pos. # of Supvr.:		Pay:	CBA

QUALIFICATIONS: An example of acceptable qualifications:

Possess a High School Diploma or equivalent; possession of a valid State of Ohio driver's license; must maintain eligibility for coverage under the county insurance program; completion of Ohio Peace Officer Basic Training course; must successfully complete a firearms qualification program and maintain qualification under ORC 109.81; must be physically able to perform patrol duties.

LICENSURE OR CERTIFICATION REQUIREMENTS:

See above.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Firearms, handcuffs and restraint devices, radio equipment, department vehicles, pepper spray, computer, crime scene equipment, drug testing kits, office equipment (e.g., personal computer, telephone, copy machine, etc.), radar unit, Taser.

GENERAL DUTY; SAFE AND HEALTHFUL WORKPLACE

The employee:

1. Uses or works in proximity to the use of firearms.
2. Works in or around crowds.
3. Has contact with potentially violent or emotionally distraught persons.
4. Has exposure to potentially vicious animals.
5. Has exposure to blood and other bodily fluids.

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Cover Page 2 of 2

Agency:	Sheriff's Office	Employee Name:	
Class Title:	Sheriff's Deputy	Position Title:	Deputy Sheriff
Class Number:		Position Number:	
Dept./Div.:	Sheriff's Office	Civil Service Status:	Classified
Unit:	Road Patrol	Employment Status:	Full Time
Reports to:	Sergeant	FLSA Status:	Non-exempt
Pos. # of Supvr.:		Pay:	Labor Agreement

- 6. Has exposure to life threatening situations.
- 7. Has exposure to hot, cold, wet, humid, or windy weather conditions
- 8. Has exposure to hazardous driving conditions.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

 (Approval of Appointing Authority)

 (Date)

 (Employee Signature)

 (Date)

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Inside Page 1 of 3

Agency:	Sheriff's Office	Employee Name:	
Class Title:	Patrol Officer	Position Title:	Deputy Sheriff
Class Number:		Position Number:	
Dept./Div.:	Sheriff's Office	Reports to:	Sergeant
Unit:	Patrol		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 60% (1) Patrols Auglaize County as assigned, to enforce laws, investigate crimes and arrest violators; drives vehicle through assigned areas, monitors traffic and enforces laws, and issues citations for traffic violations; inspects troublesome areas and checks security of businesses and residences; eases disturbances; responds to complaints; assists in investigating illegal or suspicious activities of persons; assists in investigating traffic accidents and disturbances; interviews witnesses; gathers evidence; interrogates suspects and makes arrests; prepares investigation reports responds to E-911 calls.

Knowledge of: (263)*, (351), (352), (353), (354), (355), (360), (362), (364), (381)

Skill in: (905), (958), (959), (963)

Ability to: (608), (609), (614), (684), (744), (746), (747), (760), (761), (771), (778)
- 15% (2) Serves legal papers such as subpoenas, summonses, warrants, commitment papers and special court orders; uses directories and other means to locate designated parties; explains the meaning of papers and makes arrests when necessary.

Knowledge of: (263)*, (352), (353), (381)

Skills in: (958)

Ability to: (608), (609), (614), (684), (743), (744)
- 15% (3) Appears in court when necessary; cooperates with officers of other governmental units in investigations and arrests; transports or escorts prisoners between courtrooms, prison, jail and medical facilities; manages evidence room.

Knowledge of: (263)*, (353), (360)

Skills in: (958), (963)

Ability to: (609), (614), (684), (744), (747), (771)

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Inside Page 2 of 3

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Dept./Div.:	Patrol	Reports to:	Sergeant

10% (4) Generates detailed reports documenting daily activities, stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc., as required; maintains appropriately documented records in accordance with department policy.

Knowledge of: (263)*, (353), (362)
Skill in: (905)
Ability to: (608), (657), (684), (724)

(5) May be assigned to perform duties as a Deputy Sheriff (Patrol) or a Deputy Sheriff (K-9).

(6) Must be successfully qualify with the designated service weapon each year.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essentials functions.

(8) Demonstrates regular and predictable attendance.

(9) Maintains required licensure and certification.

(10) Maintains fitness standards.

OTHER DUTIES AND RESPONSIBILITIES:

(1) Performs any and all other duties as assigned or directed in order to promote, further, or ensure the effective and efficient operation of the Auglaize County Sheriff's Office.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (263) Auglaize County Sheriff's Office policies and procedures*, (351) investigation techniques, (352) arrest procedures, (353) law enforcement procedures and methods, (354) techniques for the collection and preservation of evidence, (355) federal, state, and local laws, (360) security practices and procedures, (362) uniform criminal recording codes, (364) emergency/disaster response procedures, (381) public relations.

Skill In: (905) computer operation, (958) motor vehicle operation, (959) operation and care of firearms, (963) use of restraint devices.

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Inside Page 3 of 3

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Dept./Div.:	Patrol	Reports to:	Sergeant

Ability to: (608) deal with many variables and determine specific actions, (609) recognize unusual or threatening conditions and take appropriate action, (614) exercise independent judgment and discretion, (657) compile and prepare reports, (684) communicate effectively, (724) maintain accurate records, (743) answer routine and difficult questions regarding law enforcement, (744) handle sensitive inquiries from the contacts with officials and general public, (746) resolve complaints, (747) establish a good rapport with the public and co-workers, (760) demonstrate physical endurance, (761) demonstrate physical agility, (771) subdue and/or restrain adults, (778) maintain fitness standards.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

Signature of Agency Representative

(Date)