# AUGLAIZE COUNTY

**An Equal Opportunity Employer**

**POSITION DESCRIPTION 1**

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|---|---|---|---|
| **Agency:** | Sheriff's Office | **Employee Name:** | |
| **Class Title:** | Sheriff's Deputy | **Position Title:** | Deputy |
| **Reports to:** | Sergeant | **Civil Service Status:** | Classified |
| **Unit:** | Road Patrol | **Employment Status:** | Full Time |
| | | **FLSA Status:** | Non-exempt |
| | | **Pay:** | Contractual |

## QUALIFICATIONS AND LICENSURE OR CERTIFICATION REQUIREMENTS:

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 required duties.

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

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

## GENERAL DUTY- INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

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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|---|---|---|---|
| **Agency:** | Sheriff's Office | **Employee Name:** | |
| **Class Title:** | Sheriff's Deputy | **Position Title:** | Deputy |
| **Reports to:** | Sergeant | | |
| **Unit:** | Road Patrol | | |

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.

9. May be exposed to adverse weather and driving conditions.

10. May be exposed to criminals or violent persons and potentially vicious animals.

11. May be exposed to hazardous or dangerous situations when investigating crimes.

12. May be exposed to heavy traffic and exhaust fumes.

13. Has potential exposure to human blood or other potentially infectious materials.

14. Will have exposure to criminal behavior such as theft, murder, rape, and child pornography, and the people who are charged and convicted of those behaviors.

15. Will be exposed to insulting behavior from prisoners, which cannot be prevented.

16. Uses or works in proximity to the use of firearms.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

# AUGLAIZE COUNTY

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**POSITION DESCRIPTION 3**

| | | | |
|---|---|---|---|
| **Agency:** | Sheriff's Office | **Employee Name:** | |
| **Class Title:** | Sheriff's Deputy | **Position Title:** | Deputy |
| **Reports to:** | Sergeant | | |
| **Unit:** | Road Patrol | | |

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

### ESSENTIAL FUNCTIONS OF THE POSITION:

(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.

(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.

(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.

(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.

(5) May be assigned to perform duties as a Deputy Sheriff (Patrol) or a Deputy Sheriff (K-9), Deputy Sheriff (SRO) or Deputy Sheriff (D.A.R.E.)

(6) Must 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**:

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:**

**Knowledge of:** Auglaize County Sheriff's Office policies and procedures, investigation techniques, arrest procedures, law enforcement procedures and methods, techniques for the collection and preservation of evidence, federal, state, and local laws, security practices and procedures, uniform criminal recording codes, emergency/disaster response procedures, public relations.

**Skill In:** computer operation, motor vehicle operation, operation and care of firearms, use of restraint devices.

# AUGLAIZE COUNTY

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**POSITION DESCRIPTION 5**

| | | | |
|---|---|---|---|
| **Agency:** | Sheriff's Office | **Employee Name:** | |
| **Class Title:** | Sheriff's Deputy | **Position Title:** | Deputy |
| **Reports to:** | Sergeant | | |
| **Unit:** | Road Patrol | | |

**Ability to:** Deal with many variables and determine specific actions; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; compile and prepare reports; communicate effectively; maintain accurate records; answer routine and difficult questions regarding law enforcement; handle sensitive inquiries from the contacts with officials and general public; resolve complaints; establish a good rapport with the public and co-workers; demonstrate physical endurance; demonstrate physical agility; subdue and/or restrain adults; maintain fitness standards.

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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 all pages of my position description, and that I understand the contents of the position description.

_____ _____

(Approval of Appointing Authority) (Date)

_____ _____

(Employee Signature) (Date)