

# YANKTON COUNTY

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Deputy Sheriff</b>
<b>Reports To:</b>	<b>County Sheriff</b>
<b>Classification:</b>	<b>Non-Exempt</b>
<b>Introductory Period:</b>	<b>180 Days</b>
<b>Self-Termination Notice Expectation:</b>	<b>Two Weeks</b>

### General Statement of Duties:

- Patrols assigned area to enforce law, investigate crimes and arrest violators.
- First responder for all emergency calls to include but not be limited to the following:
  - ✓ Alarms (fire, panic, holdup, burglary)
  - ✓ Hazardous materials spills and leaks
  - ✓ Traffic accidents
  - ✓ Criminal activity in progress
  - ✓ Assistance for injured/sick.
- Drives vehicle through assigned area, observing traffic violations and issuing citations.
- Operates a law enforcement vehicle and use all existing equipment including firearms, radar, radios, cameras and fire suppression equipment.
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents.
- Investigates illegal or suspicious activities, quells disturbances and arrests law violators.
- Locates and takes persons into custody on arrest warrants and mental illness detainers.
- Transports or escorts prisoners between courtrooms, prisons, jails and other facilities.
- Serves subpoenas, summonses and any other civil or criminal legal process.
- Keeps order in courtroom, county commission meetings and other public meetings.
- Searches and assists in locating missing persons or bodies.
- Provides back up for other officers and assists other agencies as requested.
- Provides initial investigation for all calls of criminal activity and accidents, makes reports, interviews victims, witnesses and suspects. Protects and maintain crime scenes.
- Prepares and submits applicable follow-up reports.

### Additional Job Functions:

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operate a law enforcement vehicle during both the day and night; in emergency situations involving speed in excess of posted limits, in congested traffic and in unsafe road conditions cause by factors such as fog, smoke, rain, ice and snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

- Pursue fleeing suspects and perform rescue operations which may involve quickly entering an exiting patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles, ditches and streams; crawling in confined area; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Conduct visual and audio surveillance for extended periods of time.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, walking and physically checking the doors and window of buildings to ensure they are secure.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrate communication skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endure mental and verbal abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include administering emergency aid, lifting, dragging and carrying people away from a dangerous situation and securing and evacuating people from particular areas.
- Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints. Act as guard in similar situations.
- Put on and operate a gas mask in situations where chemical munitions are employed.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Read and generally comprehend legal and non-legal documents, including the preparation and processing of such documents as citation, affidavits and warrants.
- Serve civil papers and other court documents with courtesy. Handle executions and other orders of the court in a timely and humane manner.

**Supervisory Responsibilities:**

- As delegated by the Sheriff

**Minimum Qualifications:**

- Must meet the standards for certification as a law enforcement officer in South Dakota as required by the Law Enforcement Officers Standards and Training Commission including:
  1. A citizen of the United States;
  2. At least 21 years of age at time of appointment;
  3. Has his fingerprints taken by a qualified law enforcement officer;
  4. Is of good moral character; and
  5. Is a graduate of an accredited high school or has a high school equivalency certificate acceptable to the commission.

**Other Requirements:**

- Must be able to deal effectively with the public in a wide range of stressful situations
- Must have a valid Driver's License

**Certification:**

I hereby certify that I have read and accept the duties and obligations associated with this position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date