CLASS TITLE: SENIOR DEPUTY SHERIFF

BASIC FUNCTION:
Under the direction of an assigned supervisor, Senior Deputy Sheriffs perform specialized law enforcement and related services to safeguard the lives, property and constitutional rights of citizens in the County; respond to crime and accident scenes, emergency situations and other requests for assistance; detect, apprehend and arrest criminals; enforce Federal and State laws and County ordinances; perform a variety of specialized duties as assigned.

DISTINGUISHING CHARACTERISTICS:
This is the advanced level class in the Deputy Sheriff series. Senior Deputy Sheriffs will be flexibly assigned to a variety of complex enforcement and prevention functions in addition to performing regular duties of the Deputy Sheriff. Assignments may change within this classification so that incumbents must have demonstrated competency in all areas of investigation, identification and field training. This classification differs from Deputy Sheriff in that incumbents perform complex tasks above the Deputy Sheriff entry level. Senior Deputy Sheriff differs from Sergeant in that this position is not intended to provide anything but occasional, incidental supervision to Deputy Sheriffs.

ESSENTIAL FUNCTIONS:
Adhere to departmental protocols, policies and procedures while performing daily duties or representing the agency.

Respond to a wide variety of calls for service citizens in need of first aid, information and general assistance; check on the health and welfare of frail and elderly citizens as requested by family, friends and neighbors.

Apprehend, arrest and transport suspects to jail.

Serve warrants and arrest individuals following the law and proper procedures.

Patrol a designated area in a motor vehicle, off highway vehicle or vessel to detect or prevent criminal actions.

Patrol a designated area in a motor vehicle, off highway vehicle or vessel to detect or prevent traffic/vessel accidents.

Utilize and maintain assigned vehicles; ensure adherence with department sponsored driver training and defensive driver practices while on duty or conducting business on behalf of the County.

Utilize and maintain department issued firearms; ensure shooting proficiency within department guidelines.

Utilize and maintain a variety of specialized equipment such as radios, baton, kubaton, handcuffs, flares and field test kits, mace or other equipment as defined by the department.

Perform preliminary investigations as required; assure protection of the crime scene and physical evidence.

Maintain proper chain of custody protocols; package and document evidence accordingly.

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Prepare clear and concise incident and investigative reports using appropriate Standard English.

Prepare and maintain records and logs related to daily activities as required by the assigned unit.

Follow department protocols, policies and procedures while performing daily duties or representing the agency.

Prepare proper reports and documentation relative to criminal and civil regulatory enforcement; utilize current Federal, State and Local laws, codes, rules and regulations.

Communicate with other County personnel, law enforcement agencies and health care providers to coordinate efforts, resolve problems and exchange information.

Transport inmates for court appearances, psychological and medical evaluation and treatment, and other activities which require leaving the jail.

Plan and conduct investigations in specialized areas such as narcotics, deaths, and internal affairs; gather, preserve and analyze physical evidence.

Testify and appear in court as to investigative findings.

Perform bailiff duties as assigned, administering to the needs of the court and maintaining and preserving order in the courtroom to assure that proper decorum is observed by litigants, attorneys, witnesses and spectators.

Perform bailiff duties as assigned, assuring the safety and security of judges, court staff and jurors as required by law.

Respond to and investigate deaths due to homicide, suicide, accidents, natural or undetermined causes; obtain, preserve and evaluate evidence.

Plan, organize and coordinate the service of a variety of civil process papers and documents throughout the County; assure compliance with established procedures and legal requirements.

Determine the identity of a victim and the manner of death as appropriate.

Conduct boating safety classes, educating the boating public concerning boating laws and required safety equipment.

Handles specialized assignments throughout the department.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Sheriff’s Department organization, policies, procedures and directives.
Principles, practices and procedures used in law enforcement.
Boating laws dealing with California waterways.
Federal, State, and County laws and ordinances.
Recent legislation and court decisions affecting law enforcement activities.
Interviewing and interrogation techniques.

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Geography of the County and specific areas of assignment.
Traffic and crowd control techniques.
Crime scene preservation and investigation methods and techniques.
Proper use and care of police weapons.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.

ABILITY TO:
Protect the lives, property and constitutional rights of citizens in the County.
Maintain current knowledge of the law and modern law enforcement techniques.
Follow evidence protocol; proper chain of evidence documentation.
Analyze situations accurately and adopt an effective course of action.
Assure the safety and security of County jail inmates.
Receive, book, process and discharge inmates.
Supervise, observe, move, escort and secure inmates during daily activities.
Present evidence and testimony in court.
Ensure confidentiality and strict operational security.
Respond to crime and emergency scenes and take immediate and appropriate action.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Understand and work within scope of authority.
Relate effectively to people of a variety of cultures, languages, special needs, and socio-economic situations.
Establish and maintain cooperative and effective working relationships with others.
Comply with safety standards and regulations.
Add, subtract, multiply, and divide quickly and accurately.
Maintain records and prepare reports.
Work independently with little direction.
Observe legal and defensive driving practices.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:
Graduation from high school or GED, completion of Peace Officer Standards and Training (POST) at an approved basic police academy and two (2) years experience at the level of a Deputy Sheriff.

LICENSES AND OTHER REQUIREMENTS:
POST Basic Certificate, valid California Driver’s License, and valid First Aid/CPR certificate.

Must successfully complete eighteen (18) month probationary period as Deputy Sheriff to be eligible for the Senior Deputy position.

Must successfully complete POST Intermediate certification within twenty-four (24) months of appointment.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor and outdoor environments; subject to shift-work, evenings and variable hours; and drive a vehicle to conduct work.
PHYSICAL:
Above-average physical endurance; good balance, hearing, and vision.

HAZARDS:
Incumbents may be exposed to gunfire, toxic chemicals, communicable diseases, physical abuse from hostile or disoriented individuals, traffic hazards, occasional driving at high speeds, and adverse weather conditions.