



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Deputy - Patrol  
Department: Sheriff's Office  
FLSA Status: Non Exempt  
WC Code: 7720  
Effective Date:  
Last Revised: March 22, 2017  
Pay Grade: S08, S09, S10  
Union: Sheriff's Association

#### SUMMARY

The patrol deputy position is the Sheriff's Office first line approach to the deterrence, detection and investigation of crimes and the apprehension of criminal suspects.

#### NATURE AND SCOPE

The patrol deputy position is responsible for the application of modern police practices in the deterrence of crimes in Josephine County. The patrol deputy is expected to take a fair and impartial approach to complaints of citizens and to handle those complaints in a speedy, judicious and fair manner. The patrol deputy will use all resources available to them and be cognizant of all the federal, state and local laws and ordinances affected by the situation. The patrol deputy reports directly to the patrol sergeant.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

- A. Representative of the Josephine County Sheriff governed by both legal and high moral standards.
- B. The responsibilities and conduct of a deputy shall be governed by Oregon State laws, Office policies and the police officer's code of ethics.
- C. A deputy sheriff shall discharge all responsibilities and duties relating to the position of deputy sheriff in an efficient, professional manner.

#### CRIMINAL LAW ENFORCEMENT RESPONSIBILITIES:

- A. The deputy shall arrest, assist in prosecuting or release to the proper authority, all persons apprehended in the course of duty.
- B. The deputy shall investigate all complaints assigned to them to a satisfactory conclusion and assist with the prosecution of criminal suspects, when applicable.
- C. The deputy shall testify in court honestly, impartially, and convincingly, bearing in mind they are a witness relating facts so that the court may pass judgment.

- D. The deputy shall, through office channels, convey any information obtained relating to violations of criminal law which are not a direct responsibility assigned to them or this Office.

PATROL RESPONSIBILITIES:

- A. The deputy shall remain cognizant of, and report all potential traffic hazards within the County to the proper authority.
- B. The deputy shall check all abandoned vehicles parked in unusual locations for the purpose of detecting criminal activity.
- C. The deputy shall heed all requests for assistance from anyone seeking the help of the Josephine County Sheriff's Office.
- D. Deputies shall constantly strive to acquire information concerning all types of law violations within the county and shall either take action themselves or relay the information to the proper office section or support agency.
- E. The deputy shall, with all expediency, serve subpoenas, or citations without bias or prejudice.
- F. The deputy shall constantly strive to cultivate personal contacts essential to good law enforcement work.
- G. When assigned to and engaged in patrol, the deputy shall patrol in a manner calculated to provide the greatest deterrent value to crime or violations.
- H. The deputy shall assume control of any emergency situation which they respond to.

TRAFFIC SUPERVISION RESPONSIBILITIES:

- A. A deputy shall be responsible for apprehending traffic violators upon a roadway and public places within the county.
- B. A deputy shall issue citations and warnings on forms provided by the Office to traffic violators when, in their opinion, such action is appropriate.
- C. A deputy shall regulate traffic on highways when such action is necessary to facilitate the movement of vehicles or pedestrians.
- D. A deputy shall investigate all traffic accidents that are observed or assigned unless directed otherwise of Office policy. The deputy shall conduct a complete inquiry into the accident and attempt to ascertain the cause or causes of the accident.

REPORT WRITING RESPONSIBILITIES:

- A. The deputy shall complete all reports required of them and forward them to the on-duty supervisor within the time prescribed of Office procedures.
- B. The deputy shall complete all reports in a manner that can be easily read and understood. The deputy shall complete all items required and include all necessary and pertinent information.
- C. The deputy shall strive to eliminate all errors in spelling and grammar when submitting any written material.
- D. All reports shall be concise, complete and without conjecture.
- E. All dictated reports shall be complete and conform to the procedure on the dictation of reports.

COOPERATION AND COORDINATION RESPONSIBILITIES:

- A. A deputy shall comply with other enforcement agencies request for assistance at their earliest convenience.
- B. A deputy shall assist and work with other organizations in time of sudden emergency when such assistance is needed.

- C. A deputy shall assist and work with fellow officers and keep them informed of any pertinent or valuable information that would assist them in carrying out their duties.

**PUBLIC RELATIONS RESPONSIBILITIES:**

- A. Deputies shall address all violators in a firm, courteous manner, calculated to develop respect and confidence in the officer and the Office.
- B. Deputies shall cultivate congenial relations with other governmental agencies, their staff, and employees for the purposes of promoting mutual trust and respect.
- C. Deputies shall render assistance to all complainants and citizens, furnishing reliable information in a courteous manner.
- D. Deputies shall tactfully refuse any gifts, favors, monetary regard or gratuities which may be offered to them for their service to the public, to avoid placing themselves and the Office in a compromising position.

**KNOWLEDGE RESPONSIBILITIES:**

- A. The deputy shall have a thorough knowledge of all federal, state and local laws, which the Office has the responsibility for enforcing.
- B. The deputy shall be thoroughly familiar with the policies, procedures, and general orders of this Office, dealing with all matters within the area of their responsibilities.
- C. The deputy shall have a general knowledge of governmental agencies, persons in charge, and the enforcement activities of all enforcement agencies in the area.
- D. The deputy shall have a thorough knowledge of standards set down by the Board of Police Standards and training and have satisfactorily completed or achieved these standards.
- E. The deputy shall be thoroughly familiar with, and proficient in, defensive driving, pursuit driving, defensive tactics and the use of firearms.

**ECONOMY AND EQUIPMENT RESPONSIBILITIES:**

- A. Deputies shall be responsible for maintaining all equipment issued to them. The equipment shall be kept in good condition and used as efficiently as possible in view of the use it is subjected to.
- B. The deputy shall maintain their personal equipment, such as uniforms, guns, handcuffs, etc., in good repair. Their personal equipment shall be complete, neat, and free from blemishes and in good working order.
- C. The deputy shall constantly strive to keep their patrol vehicle in good condition. They shall, while driving, take all reasonable precautions to avoid accidents or damage to the vehicle. They shall report all vehicle defects which need correction to their supervisor.
- D. The deputy shall see that all equipment assigned to their vehicle is in good working order and repair at the start of each shift.
- E. Deputies shall be responsible for reading all Office orders, memos or information they are expected to be aware of.
- F. The deputy shall, when assigned by a competent authority, assume responsibility for the initiation, execution and completion of any given assignment not covered by any of the previously listed duties or responsibilities.

**SUPERVISORY RESPONSIBILITIES**

Supervision is not normally a responsibility of this position.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

### EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED) and one to three months related experience and/or training. Specific duty assignments may require additional education and experience.

### JOB IMPACT

Use sound judgment; make decisions quickly under stressful circumstances and respond appropriately to changing situations and priorities during a shift.

### JOB CONTACTS

The position generally has contact with state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other governmental agencies, outside agencies and the public.

### LANGUAGE SKILLS

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITIES

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### OTHER SKILLS AND ABILITIES

Ability to read, analyzes, and interprets Oregon Revised Statutes, technical procedures, and/or governmental regulations. Ability to prioritize and organize assignments. Ability to write reports, warrants and citations. Ability to effectively present information and respond to questions from the general public. Ability to communicate with angry or hostile individuals.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an Oregon driver’s license. Requires successful completion of DPSST Basic Deputy Certification within one year of hire. Assigned to Intermediate and Advanced levels upon completion of DPSST certification as follows:

INTERMEDIATE CERTIFICATION									
Minimum Years of Experience	8 years	7 years	6 years	5 years	4 years	4 years	4 years	2 years	
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	15 (300 hours)	23 (460 hours)	30 (600 hours)	38 (760 hours)	45 (900 hours)	DPSST Basic Course	DPSST Basic Course		
Minimum College Education Credits <a href="#">New College Credit Rule</a>	15	23	30	38	45	Assoc. Degree	Bachelor Degree		
ADVANCED CERTIFICATION									
Minimum Years of Experience	12 years	11 years	10 years	9 years	8 years	9 years	6 years	4 years	
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	30 (600 hours)	35 (700 hours)	40 (800 hours)	45 (900 hours)	60 (1200 hours)	DPSST Basic Course	DPSST Basic Course	DPSST Basic Course	
Minimum College Education Credits <a href="#">New College Credit Rule</a>	30	35	40	45	60	Assoc. Degree	Bachelor Degree	Master Degree	

**BACKGROUND INVESTIGATION**

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the field for patrol related duties. While performing the duties of this job, the employee is often exposed to airborne particles; body fluids; chemical solutions; heat; cold; humidity; wet slippery area. The noise level in the work environment is usually loud. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

**PHYSICAL REQUIREMENTS**

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 150 lbs.</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Speech, Vision & Hearing**

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

**Exposure - Environmental Factors**

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>