

**COLUMBIA COUNTY SHERIFF'S OFFICE  
COURT SERVICES UNIT III**

**I. Position Summary**

The part-time Special Deputy Sheriff works for the Columbia County Sheriff's Office in a non-supervisory law enforcement capacity and in various capacities which could include some shifts and shift rotations. The position is a sworn Deputy Sheriff. This position may work varied hours, weekends, and holidays, with no guaranteed hours per week or month. This is an armed, uniformed position with full arrest powers. This position will follow the confidentiality clause as defined in the Employee Handbook.

**II. General Duties**

The Special Deputy Sheriff may be assigned to perform boat patrol or other recreational vehicle patrol functions, court security services, hospital security, traffic control, transports, special event security, and other duties as assigned by the Sheriff or designee. These duties are carried out in accordance with the Columbia County Sheriff's Office Policy and Procedures manual.

**III. Essential Duties and Responsibilities**

1. Maintain personal health standards at required level; this includes the physical conditioning sufficient to address any threat of physical confrontation by a person(s).
2. Maintain the security of any premises which may include the Columbia County Jail, Columbia County Courthouse, Columbia County Administration Building, Columbia County Health and Human Services Building or any other premise or area when assigned by the Sheriff or designee.
3. Shall practice safety measures designed to protect all citizens when responding to situations in Columbia County.
4. Will be able to respond to any high-risk situation such as an inmate out of control or other such disturbance.
5. Performs duties such as guarding an inmate in a hospital, a crime scene, or any other place as assigned.
6. Shall respond to any emergency while working.
7. Demonstrate knowledge of and enforce county, state and federal criminal laws, codes, and ordinances, and when applicable, municipal ordinances or codes.
8. Operate a law enforcement vehicle, patrol boat, or other recreational vehicle precisely while at the same time operating a two-way radio and other emergency equipment.
9. Visually identify people, places, or objects for purposes of transportation to or from different locations, arrest, or apprehension.
10. Maintains confidentiality and secrecy regarding certain information and documents.
11. Shall maintain those records and documents that are required of the position by the Sheriff's Office or by statute.
12. Shall become proficient within professional established uses of aids, equipment, materials, and training, department work rules, Policies, Procedures, and regulations.
13. Shall report for duty within the guidelines established for dress, time, physical and mental condition.
14. Attends necessary court appearances and prepares the same.
15. Assists local law enforcement agencies as warranted.
16. Directs and controls traffic at public events, fires, and other disruptions.
17. Transports or escorts prisoners between courtrooms, detention facilities, mental health facilities, and medical facilities.
18. Provides security for judges and keeps order in the courtroom.
19. Picks up and delivers interoffice mail between County buildings and departments.
20. Applies and removes wrist and leg restraints to inmates.

21. Appears as the court officer at traffic intake.
22. Has full arrest powers.

**IV. Educational Requirements**

1. Minimum of 2-year Associate Degree from an accredited Technical School or 60 credits hours from a College or University in Police Science, Criminal Justice, or related field; OR
2. High School diploma or equivalent and was a certified jail deputy with at least 10 years of full-time law enforcement experience.
3. Must have been certified or certifiable by Wisconsin DOJ Training and Standards Board for either the law enforcement or jail academies and pass and maintain said State of WI certifications for Firearms, EVOG, and Defensive Tactics.

**V. Knowledge, Skills, Licensure, and Experience Required**

1. Minimum of 21 years of age.
2. Valid Wisconsin Driver's license and maintain automobile liability insurance.
3. Shall not have been convicted of a criminal offense equivalent to a felony or serious misdemeanor under Wisconsin Law.
4. Must not have been convicted of a Domestic Abuse related crime.
5. Free from any physical or mental conditions which might adversely affect performance of duties as a law enforcement officer.
6. Drug test required.
7. Required to maintain complete designated departmental uniform for duty, as directed.
8. Knowledge of Wisconsin Statutes relating to the care and commitment of prisoners.
9. Ability to use firearms safely and MUST qualify for firearms courses offered throughout the year while continuing employment with Sheriff's Office.
10. Ability to work under stress or pressure.
11. Ability to handle and control prisoners and other persons.
12. Materials and equipment used:

Police Radio	First Aid and AED equipment	Handcuffs
Firearms	Electronic Control Devices	Fire extinguisher
Camera	Portable Breath Tester	Patrol Boats
Fleet vehicles	Recreational vehicles	
X-ray Scanner	Walk Through Magnetometer	
Handheld Metal Detector Wand		

**VI. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing, and walking.
2. Visual Acuity.
3. Able to hear normal conversation.
4. Able to communicate orally in a clear manner.
5. Good manual dexterity of hand and fingers.
6. Able to lift/carry/push/pull at least 50 pounds.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.