

DEPUTY SHERIFF
COLUMBIA COUNTY SHERIFF'S OFFICE

POSITION DESCRIPTION

I. Position Summary

This position is in the Law Enforcement Division under the general direction of the Columbia County Sheriff or designee. The person in this position is a patrol deputy and will perform all duties of a law enforcement officer including enforcing all federal, state, and county laws and ordinances regarding traffic and criminal incidents. The Deputy Sheriff is a member of the Wisconsin Professional Police Association (WPPA) Sworn Contract and is located at the Columbia County Sheriff's Office.

II. Essential Duties and Responsibilities

1. Responsible for detecting and preventing crime.
2. Enforces Federal, State and Local Ordinances.
3. Enforces traffic laws and issues warnings or tickets to traffic violators.
4. Investigates and collects evidence on all criminal, death, and traffic incidents.
5. Conducts interviews and interrogations.
6. Makes arrests.
7. Prepares, writes and dictates reports.
8. Performs self-initiated enforcement and crime prevention tasks.
9. Prepares for and testifies at court.
10. Performs community service duties including community and crime prevention presentations.
11. Serves Civil Process papers.
12. Prepares and writes subpoenas and search warrants.
13. Reports to accident scenes and renders first aid and investigates causes of accidents.
14. Performs CPR and provides medical assistance as necessary.
15. Renders assistance to motorists.
16. Assists other law enforcement agencies when requested.
17. Provides assistance in the transporting of medical supplies, public officials, and voter ballots.
18. Transports and maintains control of prisoners, juveniles, and other potentially dangerous individuals.
19. Performs security checks.
20. Directs and controls traffic at public events, fires, crime scenes, protests and other disruptions.
21. Searches prisoners.
22. Reviews and understands departmental policies and procedures.
23. Patrols assigned sections in such a manner so as to attempt to deter criminal activity and to be aware of activities in patrol areas.
24. Respond to calls for service and takes appropriate action.
25. Locates and serves arrest warrants and prepares appropriate documentation.
26. Provides security to courthouse operations in Columbia County.
27. Maintains sufficient skills and training to overcome and subdue uncooperative individuals.
28. Operates vehicles with due regard.
29. Conducts employee background investigations.
30. Maintains proficiency with all assigned equipment including firearms.
31. Boat Patrol.
32. Performs special assignments and other duties as assigned by a supervisor.

III. Minimum Hiring / Educational Requirements

1. Minimum of 18 years of age.
2. High School diploma or equivalent.
3. Minimum of a two (2) year Associate Degree from an accredited Technical School or College or 60 college credits preferred in Police Science, Criminal Justice, or related field.
4. No felony convictions unless the judgment of conviction has been reversed or a complete pardon has been granted. No convictions in another state or country that would be a felony in Wisconsin.
5. No convictions of a misdemeanor or other offense of which the circumstances substantially affect the ability to be a law enforcement officer.
6. Free from any physical or mental conditions which might adversely affect performance of duties as a law enforcement officer.
7. Must not be prohibited from possessing a firearm by state or federal laws.
8. Possess and maintain a valid Wisconsin Operators/Drivers license, in any class as required by duty or assignment.
9. Pass a thorough background investigation including a medical examination, drug screen, psychological examination, and a personnel performance profile.
10. Establish residency as defined in the collective bargaining agreement.
11. Must be of good moral character.
12. Must be bondable.

IV. Knowledge, Skills, Licensure and Experience Required

1. Possesses strong ethics.
2. Ability to make decisions and good moral judgments.
3. Must be honest.
4. Must reside within Columbia County.
5. Expected to maintain automobile liability insurance.
6. Required to maintain complete official departmental uniform(s) for duty as directed.
7. Knowledge of Federal, State and Local traffic and criminal laws/ordinances.
8. Knowledge of rules, statutes and regulations.
9. Knowledge of rules of evidence.
10. Knowledge of Wisconsin Statutes relating to the care and custody of prisoners and other persons.
11. Ability to use firearms safely and qualify by the Law Enforcement Standards Board (LESB) and the Sheriff's Office standards.
12. Ability to work under stress or pressure.
13. Ability to handle and control prisoners and other persons.
14. Knowledge of sociological conditions of a rural/urban setting.
15. Ability to obtain and maintain certification from the Wisconsin State LESB.
16. Ability to obtain and maintain CPR/AED certification.
17. Ability to obtain and maintain Emergency Vehicle Operation Concepts (EVOC) certification.
18. Ability to obtain and maintain Standard Field Sobriety certification.
19. Ability to safely operate a motor vehicle with due regard including during emergency situations.
20. Ability to perform work in an accurate, calm, and timely manner in crisis or emergency situations.
21. Ability to understand and carry out complex oral and written directions such as operational procedures, court directives, arrest documents, department manuals, and laws.
22. Knowledge of law enforcement practices, principles, techniques, methods and procedures.
23. Ability to operate general office equipment, computer terminals, radio equipment, speed detection equipment, evidence gathering equipment, and other law enforcement related equipment maintained or available to law enforcement.
24. Knowledge of investigative methods, techniques and practices including evidence collection, preservation, interview and interrogation techniques, etc.
25. Knowledge of the court system and its operations.
26. General knowledge of all in-county law enforcement departments and their resources.

27. Knowledge of the street and highway systems, municipalities, and geography in Columbia County.
28. Knowledge of civil and criminal process procedures and requirements.
29. Knowledge of recordkeeping and report writing requirements and procedures.
30. Ability to read and write the English language.
31. Ability to comprehend and interpret a variety of documents.
32. Ability to communicate effectively.
33. Ability to be an affiant on search warrants and subpoenas.
34. Ability to use the Sheriff's Office applications/programs.
35. Must be objective and unbiased to all persons.
36. Proficient with all assigned materials and equipment to include:

General office equipment	Motorized vehicle
Teletype	Police Communications
Firearms	Handcuffs
Baton	Boats
Medical equipment	Fire extinguisher
Flashlight	Camera
Mobile Data Computers	Electronic Control Device
Radar / LASER Units	Phones
Road Spikes	Less than lethal munitions

V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing, jogging, 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 100 pounds.

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

05/15