

**POSITION DESCRIPTION
FOR
GRAND FORKS COUNTY, NORTH DAKOTA**

JOB TITLE: Deputy Sheriff, Sergeant	JOB CODE: 2121
ORGANIZATIONAL UNIT: Sheriff Department	FLSA STATUS: Non-Exempt
REPORTS TO: Sergeant	
INCUMBENT: various	DATE: March 2003
APPROVED BY:	DATE:

PRIMARY PURPOSE:

As a certified law enforcement officer, oversee and provide coordination to the deputies through the various services and law enforcement actions of the department. Patrol, control traffic, prevent crime or disturbance of the peace, perform security duties for Court, in addition to the transportation of prisoners, intoxicated person, and mentally disturbed persons. Respond to a variety of complaints or calls requiring law enforcement assistance.

ESSENTIAL DUTIES (Fundamental Job Duties):

(The following is a listing of examples of responsibilities of this position and is not intended to be a complete listing.)

Ensure that the deputies assigned complete work as required. Provide instruction, assign and review work, plan work of deputies, maintain standards and coordinate activities.

Respond to citizen requests, complaints or emergencies including crimes in progress. Patrol roadways within Grand Forks County to observe and take appropriate action against traffic violators, wanted vehicles, stranded motorists, hazardous conditions, and other irregularities. Negotiate with individuals who are potentially deficient or addicted, apprehend as needed and transport to private or public institutions. .

Issue traffic citations and arrest violators, conduct traffic stops. Serve as a deterrent to criminal actions by presence in the area.

Assist in criminal investigations, enforce criminal and traffic laws, and civil process laws, and policies and procedures. Prepare sketches and/or take pictures of crime scenes, accidents, victims and suspects. Process and verify warrants including personal contact, arrests and court appearances. Prepare affidavits of probable cause for the State's Attorney. Testify in court.

Update electronic/manual criminal information filing systems as needed. Query, research and evaluate information from databases and access various computerized systems.

Respond to civil complaints. Assist complainants, assist in the initiation of investigations and protects the crime scene. Deliver civil papers and executions.

Handle accident scenes and render first aid assistance. May take photographs, make measurements, obtain statements and gathers evidence to determine the circumstances causing the accidents.

Prepare detailed reports on arrests, accidents and other complaints. Prepare reports and maintain records.

Serve civil process papers in accordance with Rules of Court and of Civil Procedures, document service.

Provide police security to various situations. Conduct security patrols of business establishments after hours and temporarily vacated residences. Provide courthouse, courtroom security as scheduled or on call. Assist in crowd control and quelling civil disturbances

Transport inmates and mental health patients to and from court, jail, institutions and other facilities.

Answer requests for information and promote positive police community relations.

Perform other duties as assigned or apparent.

MARGINAL FUCTIONS (Incidental Job Duties):

Answer and route telephone calls, operate office equipment, and maintain department vehicles.

EDUCATION AND EXPERIENCE REQUIRED

Completion of a minimum of a High School diploma and a 2 year post high school education program plus 5-7 years experience in law enforcement. Must maintain a North Dakota Peace Officer Certificate and driver's license. Ongoing training and education required.

PHYSICAL DEMANDS

Physical requirements and environment for this position are similar to that expected in a typical to administrative and law enforcement settings, sitting, standing, eye-hand coordination, potential use of firearms, ability to move persons and work in a variety of scenes, working in a squad car, operating radar equipment, and dealing with stress, lifting at times up to 100+ lbs, more commonly to 20-50 pounds. Incumbent is likely to be exposed to various types of weather conditions.

DISAGREEABLE CONDITIONS

Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease and/or dust can cause discomfort and where there is a risk of injury.

Subject to rotating shift assignments, 24 hours per day, seven days per week, to 12 hour shifts, to call out and overtime.

HAZARDS

Often subject to enclosed environment over extended periods of time, and may be exposed to individuals or groups who are armed and dangerous, and to interactions in unstable environments.

Signature

Supervisor's Signature

Date

Date

Grand Forks County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.