



CALHOUN COUNTY

Job Description

JOB TITLE: **Deputy Sheriff - Law Enforcement**

Exempt (Y/N):	Yes	JOB CODE: LE
SALARY LEVEL:	As prescribed by the Collective Bargaining Agreement	
SHIFT:	Variable	DEPT: Office of the Sheriff
LOCATION:	Calhoun County	DIVISION: Law Enforcement
PREPARED BY:	Lt. Donald Wright	DATE: May 12, 1997
APPROVED BY:	Sheriff Allen L. Byam	DATE: May 24, 1997

GENERAL SUMMARY

Under the supervision of the Sergeant and general supervision of the Lieutenant, patrols an assigned area of the County to control traffic, prevent crime or disturbance of the peace, and arrest violators of State and local laws. Responds as directed by dispatch or necessitated by a hazardous situation to a variety of complaints or calls requiring police assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrols assigned areas to observe traffic for violators, wanted vehicles, stranded motorists and other irregularities. Issues traffic citations and arrests violators and also serves as a deterrent to criminal action by presence in assigned area.
2. Responds to a variety of citizen civil and criminal complaints, including domestic disputes, robberies, break ins, assaults and acts of vandalism. Assists complainants and initiates investigations collecting evidence, interviewing involved parties and protecting the crime scene.
3. Responds to accident scenes to render first aid to injured persons, directs traffic and investigates the causes of accidents. May take photographs, make measurements, obtain statements and gather other evidence.
4. Follows-up and completes the investigation of routine complaints and assists in the investigation of serious crimes.
5. Prepares detailed reports on arrests, accidents and other complaints as required.
6. Appears in court as required.
7. Transports inmates and mental patients to and from court, jail, institutions and other facilities.
8. Checks business establishments and other buildings after hours to ensure proper security.
9. May perform a variety of other tasks within the Office of the Sheriff as necessary or assigned.

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MINIMUM QUALIFICATIONS

1. Possession of an Associates of Arts Degree in Criminal Justice or related field, or evidence of successful completion of sixty (60) hours at an accredited college or university with major course work in Criminal Justice or a related field.
2. Certification or certifiable as a police officer in the State of Michigan. Meeting Michigan Commission On Law Enforcement Standards (M.C.O.L.E.S.) standards.
3. Valid Drivers License.
4. No Felony Convictions.
5. Good communications skills.
6. Must successfully complete a written exam, oral interview, background investigation, drug screening, physical and psychological examinations.
7. Ability to work any shift, weekends and holidays.

PHYSICAL DEMANDS

Physically demanding position requiring approximately thirty percent (30%) of time spent driving. Regular bending, reaching, lifting, standing and walking. May be required to physically restrain.

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive lists of all job duties performed personnel so classified.