

IRPT Deputy - Certified



Position Description

Status

Irregular Part-Time

Compensation

B22 – First Step

Bargaining Unit

Non-bargaining

Reports to

Law Enforcement Sergeant

Supervises

none

Position Category

Specialist

Summary

Assists in the enforcement of local, state, and federal laws and conducts proactive patrols to ensure personal safety, real property security, and equipment security throughout the County.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Effectively complete reports on all dispatched complaints and ensure that it is the proper form for that type of incident.
2. Assists in the investigation at the scene of vehicular accidents. Summons ambulances and other law enforcement vehicles and personnel, takes measurements, draws diagrams of the scene, interviews suspects, witnesses, and drivers, and preserves evidence.
3. Conducts follow-up investigations of crimes to develop leads and tips, searches scenes of crimes for clues, analyzes and evaluates evidence and arrests offenders, and prepares cases for giving testimony and testifying in court proceedings.
4. Safely operate and maintain assigned motor vehicles when responding to emergencies or fleeing subjects at high speeds, conducting traffic stops in a safe and non-obstructed roadway for high visibility, and when responding to calls of service in hazardous weather conditions.
5. Maintain contact with Law Enforcement supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations, and provides general information about Law Enforcement division activities.
6. Undertakes community oriented road works and assists citizens with matters such as motorist assists, crime prevention, drug education, and traffic safety.
7. Maintains assigned departmental equipment, supplies, and facilities and the accountability for all.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in various indoor and outdoor settings where the employee may need to deal with individuals in various states of intoxication, emotional, and mental conditions; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must have the ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

Travel

Travel is required throughout the County.

Required Education and Experience

1. Associates Degree in Criminal Justice or related field.
2. Prior Law Enforcement Experience.
3. Michigan Commission on Law Enforcement Standards (MCOLES) Certified.
4. Certified in the following: Firearms qualification, CPR, First Aid, Blood Borne Pathogens, LEIN certification, Defensive Tactics, Unified Incident Command Training, Data Master, Radar, and Standard Field Sobriety Testing.
5. Possess a Valid Michigan Driver's License

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____