

Deputy Sheriff

Position Description



Status

Regular Full-Time, nonexempt

Compensation

B24

Bargaining Unit

POLC – Road Patrol Deputies

Reports to

Road Patrol Sergeant

Supervises

none

Position Category

Specialist

Summary

Enforces local, state, and federal laws and conducts proactive patrols to ensure personal safety, real property security, and equipment security throughout the County. Serves as first-responder to crime scenes and accidents, prepares reports, preserves evidence, and provides legal testimony as required.

Essential Functions

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

1. Performs security patrols, traffic control, detection, investigation, and arrest of persons involved in crimes or misconduct.
2. Responds to emergency radio calls and investigates all types of incidents that could be criminal, civil, or traffic related.
3. Effectively complete reports on all dispatched complaints and ensure that it is the proper form for that type of incident.
4. Investigates and renders assistance 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.
5. 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.
6. 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.
7. 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.

8. Undertakes community oriented road works and assists citizens with matters such as motorist assists, crime prevention, drug education, and traffic safety.
9. Maintains assigned departmental equipment, supplies, and facilities and the accountability for all.

School Resource Officer Addendum: A sworn law enforcement officer assigned to a school or school district, working in a community policing capacity to provide a visible and positive law enforcement presence on campus; Trained in school-based law enforcement and crisis response; Collaborates with schools and community organizations to foster safe learning environments.

Warrant Officer Deputy Addendum: A sworn law enforcement officer with experience locating non-custodial parents with outstanding warrants; Also assists in serving legal summons to initiate child custody and support proceedings; Certified in DNA collection for paternity tests, ensuring accuracy and timely case development in support of family law enforcement (Provided by Friend of the Court initially).

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; must be able to drive a vehicle.

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 take and pass the agency annual physical fitness test as outlined by MCOLES; 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. Michigan Commission on Law Enforcement Standards (MCOLES) Certified.
3. Certified in the following: Firearms qualification, CPR, First Aid, Blood Borne Pathogens, LEIN certification, Emergency Vehicle Operations, Defensive Tactics, Unified Incident Command Training, Data Master, Radar, and Standard Field Sobriety Testing.
4. 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 _____