

MONONA COUNTY JOB DESCRIPTION

POSITION: DEPUTY SHERIFF

REPORTS TO: SERGEANT OR
SHERIFF

DEPARTMENT: SHERIFF'S OFFICE

REVISED: FEBRUARY 2006

GENERAL SUMMARY

UNDER GENERAL SUPERVISION OF A COUNTY SHERIFF AND SERGEANT, MAINTAINS LAW AND ORDER AND RESPONDS TO AND PROVIDES EMERGENCY AND LEGAL SUPPORT SERVICES.

ESSENTIAL JOB DUTIES

SERVES CRIMINAL AND CIVIL PAPERS INCLUDING GARNISHMENT COMPLAINTS, SUMMONS, WRITS OF ATTACHMENT AND EXECUTIONS IN ORDER TO FULFILL COURT ORDERS BY DELIVERING PAPERS AND NOTIFYING AFFECTED PARTIES.

PATROLS ASSIGNED AREA IN ORDER TO ENFORCE TRAFFIC LAWS, TO APPREHEND VIOLATORS AND TO CORRECT SAFETY HAZARDS. USES PATROL CAR, RADIO, RADAR AND IOWA CODE BOOKS TO MONITOR COMPLIANCE AND ENFORCE LAWS.

RESPONDS TO EMERGENCY CALLS IN ORDER TO PROVIDE PUBLIC SAFETY SERVICES BY REMOVING SAFETY HAZARDS, REPORTING INJURIES OR FATALITIES, ASSISTING WITH THE FIRE-FIGHTERS AND RESCUE OPERATIONS, CONTROLLING TRAFFIC AT ACCIDENT SITES TO MAINTAIN TRAFFIC FLOW, ECT. ANSWERS TELEPHONE CALLS FROM PUBLIC, PROVIDING INFORMATION REGARDING LAW AND PUBLIC POLICIES.

CONDUCTS ACCIDENT AND CRIMINAL INVESTIGATIONS. RESPONDS TO BURGLARIES, ASSAULTS AND OTHER CRIMINAL ACTIONS BY TRAVELING TO THE CRIME SCENE, INTERVIEWING WITNESSES, GATHERING EVIDENCE AND FILING APPROPRIATE REPORTS. RECONSTRUCTS AND DOCUMENTS MOTOR VEHICLE AND FARM-RELATED ACCIDENTS BY INTERVIEWING VICTIMS AND WITNESSES, OBSERVING VEHICLES/MACHINERY INVOLVED, AND MEASURING SKID MARKS. DETERMINES CAUSE OF ACCIDENT AND PROVIDES WRITTEN INFORMATION TO THE DEPARTMENT OF TRANSPORTATION.

IF NEEDED TO OR REQUESTED BY THE JAILER WILL ASSIST IN PROVIDING THE NECESSARY CARE TO THE PRISONERS IN THE COUNTY JAIL. BRINGS MEALS TO PRISONERS. DISPENSES MEDICATION BASED UPON DOCTOR'S ORDERS. ARRANGES FOR THE PROVISION OF MEDICAL CARE WHEN NECESSARY. PROCESSES INTAKE AND RELEASE OF PRISONERS BY OBTAINING AND RECORDING PERTINENT INFORMATION INCLUDING FINGERPRINTS AND PHOTOGRAPHS, SEARCHING PRISONERS AND HANDLING PRISONERS POSSESSIONS.

TRANSPORTS PRISONERS, PSYCHIATRIC PATIENTS AND SUPPLIES IN ORDER TO COMPLY WITH COURT ORDERS BY DRIVING AND ESCORTING CLIENTS TO AND FROM COURTS AND STATE INSTITUTIONS AND OR COUNTY JAILS. PROVIDES SECURITY IN COURT ROOM DURING TRIALS AND HEARINGS. MAY BE CALLED TO TESTIFY IN CIVIL AND CRIMINAL CASES.

WRITES REPORTS IN ORDER TO FULFILL REQUIRED RECORD KEEPING BY REVIEWING REPORTS, TYPING OR RECORDING IN DICTAPHONE.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

INDIVIDUALS MUST POSSESS THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES OR BE ABLE TO EXPLAIN AND DEMONSTRATE THAT THE INDIVIDUAL CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB, WITH OR WITHOUT REASONABLE ACCOMMODATION, USING SOME OTHER COMBINATION OF THE SKILLS AND ABILITIES AND TO POSSESS THE NECESSARY PHYSICAL REQUIREMENTS WITH OR WITHOUT THE AID OF MECHANICAL DEVICES, TO SAFELY PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

KNOWLEDGE OF TRAFFIC, CIVIL OR CRIMINAL LAWS AS SPECIFIED IN THE CODE OF IOWA.

KNOWLEDGE OF ARREST PROCEDURES AS RELATED TO TRAFFIC AND CRIMINAL LAW ENFORCEMENT.

KNOWLEDGE OF METHODS FOR COLLECTING EVIDENCE FOR USE IN COURT.

KNOWLEDGE OF METHODS AND PROCEDURES FOR SERVING NOTICES, SUMMONSES AND CIVIL PAPERS.

KNOWLEDGE OF COUNTY ROADS AND LANDMARKS AS RELATED TO PATROLLING ASSIGNED AREAS.

KNOWLEDGE OF REPORTING REQUIREMENTS RELATED TO ROUTINE RECORD KEEPING.

KNOWLEDGE OF *OSHA* REGULATIONS REGARDING BLOOD-BORNE PATHOGENS AND PROCEDURES FOR PREVENTING THE SPREAD OF DISEASE.

SKILL IN DEALING APPROPRIATELY WITH PSYCHIATRIC PATIENTS OR INTOXICATED PERSONS.

SKILL IN PERFORMING CARDIOPULMONARY RESUSCITATION (CPR) AND BASIC FIRST AID.

SKILL IN ARRESTING POTENTIALLY HOSTILE LAW VIOLATORS.

SKILL IN RESPONDING WITH COURTESY AND REMAINING CALM WITH DISTRAUGHT OR UPSET MEMBERS OF THE GENERAL PUBLIC.

ABILITY TO OPERATE AND MAINTAIN PATROL CAR EQUIPMENT WITHIN, INCLUDING RADAR, RADIO, LIGHTS AND SIRENS.

ABILITY TO CONDUCT INTERVIEWS AS RELATED TO CONDUCTING CRIMINAL OR ACCIDENT INVESTIGATIONS.

ABILITY TO SAFELY HANDLE FIREARMS, HANDCUFFS AND NIGHTSTICK AS RELATED TO APPREHENDING CRIMINALS OR SUSPECTS.

ABILITY TO SAFELY LIFT AND CARRY HEAVY OBJECTS INCLUDING PEOPLE; ABILITY TO PUSH OR PULL HEAVY OBJECTS INCLUDING MOTOR VEHICLES IN ORDER TO ASSIST INDIVIDUALS IN DISTRESS.

ENTRY REQUIREMENTS

HIGH SCHOOL DIPLOMA OR G.E.D. EQUIVALENT PLUS ABILITY TO SUCCESSFULLY COMPLETE TRAINING AT THE IOWA LAW ENFORCEMENT ACADEMY AND OBTAIN FIREARM CERTIFICATION, POSSESSION OF A VALID DRIVERS LICENSE FROM THE STATE OF IOWA AND MAINTAIN INSURABILITY.

WORK ENVIRONMENT

WORKS OUTSIDE, INSIDE AND WITHIN AUTOMOBILE, SPENDS MANY HOURS SITTING, DRIVING CAR. DEALS WITH THE PUBLIC ON A REGULAR BASIS, FREQUENTLY INTERACTS WITH INDIVIDUALS WHO ARE IRRATIONAL, DANGEROUS OR EXPERIENCING EXTREME EMOTIONS. MAY BE EXPOSED TO DANGEROUS AND STRESSFUL SITUATIONS.

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1. MARGINAL FUNCTIONS OF POSITIONS THAT ARE INCIDENTAL TO THE PERFORMANCE OF FUNDAMENTAL JOB DUTIES HAVE BEEN EXCLUDED FROM OUR JOB DESCRIPTION.
 2. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.
 3. JOB DESCRIPTIONS IN NO WAY STATE OR IMPLY THAT THE DESCRIPTION INCLUDES EVERY DUTY TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THE POSITION. EMPLOYEES WILL BE REQUIRED TO FOLLOW ANY OTHER JOB-RELATED DUTIES OR COMBINE POSITIONS AT ANY TIME.
 4. THE COUNTY RESERVES THE RIGHT TO CHANGE OR REASSIGN JOB DUTIES, OR COMBINE POSITIONS AT ANY TIME.
 5. IF ANY PROBLEMS OCCUR WITHIN THE DEPARTMENT, THE FOLLOWING CHAIN OF COMMAND SHALL BE FOLLOWED; SUPERVISING SERGEANT, DEPARTMENT HEAD (SHERIFF). IF THE EMPLOYEE STILL BELIEVES THE PROBLEM HAS NOT BEEN RESOLVED, HE/SHE MAY DISCUSS THE PROBLEM WITH THE SHERIFF. THE SHERIFF HAS THE FINAL SAY IN ALL MATTERS.
 6. IF THERE IS A PROBLEM WITH A SUPERVISOR OR SERGEANT, THE PROBLEM SHALL BE DISCUSSED WITH THEM. IF THE EMPLOYEE BELIEVES THIS MATTER HAS NOT BEEN SATISFIED THE EMPLOYEE SHALL FOLLOW THE CHAIN OF COMMAND.

Lateral Officer Requirements:

To be considered for a Lateral officer position, you must meet the following requirements:

- Must have a minimum of two (2) years experience as a certified Police Officer.
- Certified Iowa Officers who move from one Iowa agency to another with no more than a six month break in service are not required to re-verify minimum standards
- Out of state applicants must have completed at least 160 hours for their current state certification and have successfully been certified within the last 12 months. If these standards are met the officer then maybe eligible for **Certification Through Examination** in Iowa within 120days of hire.
- **Certification certificate from accredited Law Enforcement Academy must accompany application**
- Applicants must have at least two (2) years of continuous service as a paid, full-time certified Peace Officer to be considered for the lateral transfer program
- Applicants must have no more than a 90 day break in service from the time they separated from a comparable law enforcement agency (if applicable).
- Applicant must not currently be under an Internal Affairs investigation for any reason, nor any sustained discipline for the last 3 years
- Those certified officers who do not meet the above requirements are able to test but must meet the minimum test requirements.

Testing

If the above requirements are met then a lateral transfer officer will be allowed to forgo the physical agility standards.

If a P.O.S.T. (Police Officer Selection Test) is on file within the last year with Standard and Associates then this test will also be waived. If a P.O.S.T. test is not on file then a applicant will be required to take this test.

Applicants that have successfully met the requirements or have passed the appropriate tests will then be placed on the eligibility list.

Monona County Sheriff/ Mapleton Police reserves the right to select from anywhere on the eligibility list for interviews and possible employment consideration.

Non-Certified Applicants

All non-certified applicants will be required to pass the minimum standards for the Iowa Law Enforcement Academy which are below:

Minimal Physical Fitness Performance Requirements Chart					
Males		Age			
Test	20-29	30-39	40-49	50-59	60 +
Sit & Reach	16.5	15.5	14.3	13.3	12.5
1 Minute Sit-up	38	35	29	24	19
1 Minute Push-up	29	24	18	13	10
1.5 Mile Run	12:51	13:36	14:29	15:26	16:43
Females		Age			
Test	20-29	30-39	40-49	50-59	60 +
Sit & Reach	19.3	18.3	17.3	16.8	15.5
1 Minute Sit-up	32	25	20	14	6
1 Minute Push-up	15	11	9	* 12	* 5
1.5 Mile Run	15:26	15:57	16:58	17:54	18:44

* Females in excess of 49 years of age may do pushups on their knees.
Normative data for these age groups have not been established.

Applicants who pass the physical testing successfully will then be given the P.O.S.T. (Police Officer Selection Test). Applicants who have successfully passed the P.O.S.T. in the last year may transfer those records to the Sheriff's office for consideration. Applicants that successfully pass both tests then will be placed on the eligibility list.

Monona County Sheriff/ Mapleton Police reserves the right to select from anywhere on the eligibility list for interviews and possible employment consideration.