



CLASSIFICATION NO. 119
Revised: 6/71, 5/15
FLSA: Non-Exempt
EEO: 4

DEPUTY SHERIFF, RECRUIT

CLASS CHARACTERISTICS

Under close supervision of a Field Training Officer (FTO), Training Officer and/or Supervisor, to enforce laws and ordinances; to investigate complaints and conduct investigations; to serve civil papers; to seize property ; to learn effective law enforcement procedures; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities that contract for law enforcement services.

The Deputy Sheriff classification series are sworn peace officers responsible for law enforcement, community protection/service and general investigative work. Deputy Sheriff, Recruit is the entry or training level in the series where incumbents progress through a training and development path to become a certified peace officer, Deputy Sheriff.

The Deputy Sheriff, Recruit classification differs from the Deputy Sheriff classification in that the work performed typically involves a training and evaluation period before the employee may transition to the Deputy Sheriff classification.

TYPICAL TASKS

1. Assists and trains in investigations and interrogations, gathering evidence and taking statements.
2. Assists and trains in patrolling roads, highways and business areas in the enforcement of traffic and criminal laws.
3. Learns procedures for preparing detailed reports necessary for efficient and complete investigations, crime prevention, prosecution and office procedures.
4. Learns to operate equipment in the performance of duties.
5. Assists and trains in procedures and techniques for making arrests, booking prisoners, transporting prisoners and patients under custody to institutions, courts and on extraditions.
6. Learns to serve subpoenas and warrants of arrest.

7. Receives instruction and assists in informing the public and answering inquiries regarding laws, ordinances, rules and regulations.
8. Learns trial and other court procedures and appears in court as a witness.
9. Assists in providing education and safety presentations to the public.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge of: Correct spelling, grammar and punctuation.

Some knowledge of: Federal, State and County criminal and traffic laws; civil laws; police methods and procedures; laws governing arrest, search and seizure, criminal justice system, including courtroom testimony; police investigative procedures and techniques; criminal attitudes and behavior patterns; first aid.

Skill to: Learn and comprehend pertinent federal, state, and local laws and ordinances; retain training and instruction in police practices and techniques; learn proper use of police equipment and techniques including firearms and restraining devices; learn techniques of conducting investigations, collect, evaluate and analyze facts and draw correct conclusions; operate automobile in various conditions; understand and follow oral and written orders accurately and rapidly; deal with the public both tactfully and firmly; think clearly and make rapid, effective and reasonable decisions in stressful or emergency situations and take appropriate action; communicate effectively, both orally and in writing; use a computer to enter data, write narratives and reports and conduct research; maintain accurate and complete records; use basic electronic and phone equipment; learn and use basic radio procedures; establish and maintain cooperative working relationships with the public, co-workers, and a variety of criminal justice officials and personnel.

WORKING CONDITIONS

The Sheriff's Office is a 24 hours per day, 7 days per week operation requiring availability to work any and all shifts. Tasks are performed in a variety of settings including office, outdoor environments and in a vehicle; depending on assignment and circumstances, the environment can be highly stressful and highly physically demanding.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Must meet minimum requirements established by the Oregon Department of Public Safety Standards and Training (DPSST) for Basic Police Officer certification.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation, including fingerprinting, and be free from convictions of crime other than minor traffic violations.

Must pass a pre-employment drug test.

Must pass a post-offer job-related physical and psychological examination. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Possession of a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within one year of hire, incumbents must successfully complete a formal training program and become certified as Basic Police Officer by Oregon DPSST.