

# Barnes County Job Description

## Sheriff Department

### SCOPE OF WORK:

Individuals in positions assigned this classification are responsible for patrolling Barnes County and assigned contract city ordinances, and enforcing state laws. Duties include: providing crime prevention and repression; performing criminal investigations; performing regulation of non-criminal activity; performing routine vehicle inspection of patrol unit on each shift; performing community service activities; responding to emergency situations and assisting in rescue operations; serving as tactical entry team member and participating in training.

### DUTIES PERFORMED:

- Responsible for field patrol duties and handling of assigned calls.
- Responsible to check with the Sheriff or Chief Deputy when assignments are complete to assure all calls are handled.
- Properly handles civil process and criminal investigations as assigned. Follows through until work is completed or taken over by another officer.
- Drives, operates and maintains departmental vehicles in an appropriate manner including, but not limited to, cleanliness of interior and exterior, checking all fluids, checking tire pressure and keeping vehicle full of fuel.
- Requires a high degree of written and/or verbal communication skills in dealing with other employees, clients and the general public.
- Prepares and maintains activity records and reports.
- Conducts investigations and interviews, searches and seizures, makes custodial arrests and performs public safety operations according to the Barnes County Sheriff's Department and North Dakota State Law.
- Individual must have the knowledge and ability to read and access a situation and control it using the proper procedures.
- Provides care and treatment of citizens and prisoners.
- Performs rescue operations and renders citizens assistance.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

## **DEPUTY SHERIFF II**

Grade 10

Must have a North Dakota Police Officers License, First Responder Certification and Firearm Certification.

- Monitors work performance of reserves.

### **PHYSICAL REQUIREMENT/ DEMANDS.**

See attached copy of Barnes County Sheriff Office Policy and Procedure on Physical Fitness, ( F-100 ). Abilities include coordination, flexibility, gripping, manual dexterity, reaching, reflexes, standing, sitting, balance, carrying suspects/ victims (possibilities exist of lifting over 150 lbs), climbing six foot fences, dragging, endurance, jumping, lifting, pulling, pushing, running, strength, throwing, agility, carrying and power. Physical strength may be required while performing a rescue operation. Officers are expected to lift and at times carry seventy (70) or more pounds, such as placing a stretcher into an ambulance or assist a person from the ground to a vehicle. An officer must be able to chase a suspect on foot or run up steps. Physical strength may be required while breaking up a fight or subduing and hand-cuffing a suspect.

### **ESSENTIAL FUNCTIONS**

The skills and tasks needed to perform essential functions for the Barnes County Sheriffs Department, in no significant order are: handling of prisoners, carrying, climbing, collecting evidence, communicating non-verbally, computing arithmetic, conducting searches, controlling fights, controlling/ restraining crowds, defending self/others, determining sobriety, distinguishing color, dragging, driving (routine and emergency), evading physical attack, executing warrants, fingerprinting, frisking, hearing, hitting, interpreting non-verbal communications, interviewing, investigate accidents, investigate crimes, lifting, making custodial arrests, making decisions, maintaining vehicles, managing stress, memorizing, negotiating, operating a computer, orally communications, performing cardiopulmonary resuscitation, performing first aid, photographing, preserving crime scenes, operating a radio, reading, reading maps, reasoning, running, seeing, shooting, sitting, smelling, speaking, standing, surveillance, safety, swimming, testifying in court, traffic control, typing, using force, using interpersonal skills, using protective clothing and equipment, vaulting, walking, writing.

While performing this job, a employee could be required to do the following functions with the Frequency Definitions of: Never = N

Frequent = 2.5 to 5.5 hours per day (33-66%)

Occasional = 0 to 2.5 hours per day (0 - 33%)

Constant = 5.5 hours + per day (66-100 %)

Rare = R

Twist- F, Stoop/Bend - 0, Squat - 0, Kneel - 0, Crawl -R, Climb-R, Uneven Ground- F, Unprotected Heights - R-N, Push/Pull - F, Foot Control - C, Lift up to 5 pounds - C, Lift 6-10 pounds - C, Lift 11-20- F, Lift 21-50 pounds- O, Lift over 100 pounds - 0, Carry up to 5 pounds - C, Carry 6-10 pounds- C, Carry 11-20 pounds-F, Carry 21-50 pounds- 0, Carry 51-100 pounds -0, Carry over 100 pounds - R, Reach above shoulder height - C, Reaching at shoulder height - C, Reaching below shoulder height-C, Manual and Finger Dexterity - C.

### **WORKING CONDITIONS**

The position performs assigned works at any location assigned by the Sheriff. Work shifts are varied through the month. Deputies work nights, days, weekends and holidays. Deputies are assigned call time and are subject to being called out at anytime. A workday may be in excess of 8 (eight) hours. This position must be flexible concerning working hours and duties and must be able to work well with individuals regarding the use of common courtesy.

May include exposure to hazardous conditions and situations.

### **EDUCATION AND EXPERIENCE REQUIRED/PREFERRED**

Position requires a high school diploma or GED and have or be able to obtain a North Dakota Police Officers License as required by Law, First Responder Certification, Firearm Certification and Valid North Dakota Drivers License.

### **SUPERVISION RECEIVED/EXERCISED**

The Barnes County Sheriff's Department, in accordance with the North Dakota Century Code and the North Dakota Peace Officers standards, is administered by the Sheriff and the Chief Deputy, with the operations of the department being conducted by the field deputies and, when called upon, the reserves.

### **OTHER ASSIGNMENTS**

County Department heads and supervisors reserve the right to amend the functions assigned this position, whether temporarily or permanently, at any time as they determine the best interest of their department. Further employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.