

*OFFICE OF THE SHERIFF*  
**Pend Oreille County, Washington**

**POSITION DESCRIPTION**

**CLASS TITLE:** Deputy  
**SERIES:** Law Enforcement  
**DATE:** January 1, 2012  
**SUPERVISOR:** Sergeant

**DUTIES:** A Deputy of the Pend Oreille County Sheriff's Office, as defined RCW 36.28.020, and as such possesses all the power, and may perform any of the duties, prescribed by law to be performed by the Sheriff.

Deputies are subject to the direct supervision of the Sergeant assigned to their patrol shift and are responsible for the preservation of the public peace, protection of life and property, prevention of crime, investigation of crimes, the arrest of violators of the law, the proper enforcement of all laws and ordinances of the County, State and the United States, and adherence to the Sheriff's Rules, Regulations and Procedures.

Shall remain available and ready for call at all times during their tour of duty; shall perform vehicular patrol of the county, being alert to indicators of criminal behavior, persons in distress, or other matters of importance to public safety and respond to these problems appropriately; shall respond to calls for service as directed by a supervisor or from the radio communications center.

Deputies are required to be capable of, and to perform on a routine basis if necessary, a variety of vigorous physical, emotionally stressful and intellectually challenging tasks involving personal risk, that include, but are not limited to the following:

1. The use of physical force in pursuing, apprehending, disarming, controlling and arresting armed and violent offenders;
2. The use of deadly force against another person in the defense of self or others;
3. The operation of motor vehicles under emergency circumstances, on a variety of road surfaces and conditions;
4. The use of a variety of weapons, including firearms, and other defensive devices under adverse lighting and weather conditions;
5. Render first aid and CPR to persons in need;
6. Investigate complex crimes, sometimes of a gruesome or repulsive nature, including the collection, preservation and storage of physical evidence, and the interview and interrogation of witnesses and suspects;
7. Prepare reports on crimes investigated;
8. Present evidence and testimony in legal and administrative proceedings;
9. Participate in search and rescue operations that may require walking long distances across rugged terrain and carrying injured persons to safety;
10. Adhere strictly to the law enforcement code of ethics; and
11. Other duties as assigned by a supervisor or superior officer.

**ESSENTIAL JOB FUNCTIONS:** These essential functions are based upon universal management rights and expectation of all employees to:

1. Maintain regular and predictable attendance.
2. Give a full day's work for a full day's pay.
3. Comply in letter and spirit with the Mission, Oath of Office, Ethical Values, directives, policies, procedures, customs and practices.
4. Be mentally and physically fit and prepared for work.
5. Learn the job; stay updated and current on case law, threats, trends, and changes in the law enforcement profession.
6. Adjust to change in a positive manner.
7. Respond in a professional and positive manner to management's directives.
8. Use work time to be productive in an efficient, effective and safe manner.
9. Maintain the trust, faith and confidence of the Sheriff and be loyal to the lawful interests and needs of the organization.
10. Maintain a harmonious work relationship with other personnel, agencies, and community partners.

**MINIMUM QUALIFICATIONS:** The position of Deputy is a sworn, classified civil service position as defined under RCW 41.14.070. This is an entry level position with the Pend Oreille County Sheriff's Office. Deputies must meet the basic law enforcement certification requirement established under RCW 43.101.200 within 15 months of taking office in one of the following ways:

- a. successful completion of the Basic Law Enforcement Academy and receipt of basic law enforcement certification upon graduation; or
- b. successful completion of the Basic Law Enforcement Equivalency process and receipt of basic law enforcement equivalency certification upon completion.

NOTE: Equivalency participation is limited to those individuals who have obtained basic certification in this or any other state.

All applicants for the position of Deputy must meet all of the "General minimum Qualifications" listed in the Pend Oreille County Civil Service Classification Plan. Must be of normal height and weight according to military standards. Vision must be at least 20/100 corrected to 20/20 with no color blindness. Must possess and maintain a valid vehicle operator's license.

WORKING CONDITIONS: Work is performed in an office setting and in the field which may include exposure to dangerous and hazardous situations. Working hours may be irregular or long, depending upon the demands of any given situation including shift work and working on weekends and holidays. Subject to call-back for emergency situations. Physical hazard from traffic and violent offenders may be present. Employee works in various weather conditions, in day-night conditions and may be subject to life threatening situations, combative suspects, blood-borne pathogens and controlled substances. Work involves operation of a personal computer and equipment normally found in an office, and occasionally lifting and moving objects up to 50 pounds.

***I have reviewed this job description and understand it reflects the essential functions, major duties and responsibilities, requisite job knowledge, abilities and work conditions that are required for my position. If I have any questions, I understand I can contact my supervisor.***

---

***Employee's Signature***

***Date***