
DEPUTY SHERIFF

Rev8-16

Department: Sheriff's Office
Reports To: Sergeant

Position Summary

Under the supervision of the Sergeant, the Deputy Sheriff is a non-exempt position under the FLSA that performs general law enforcement duties in the protection of life and property within Marion County. The position requires the completion and graduation from a State of Kansas recognized law enforcement training academy such as KLETC or KHP. Work involves patrolling county areas, enforcing the law, securing compliance with traffic violations, court testimony, jail operations, booking and bonding of prisoners, equipment maintenance, attend required training, maintain required certifications, maintain firearms proficiency, provide safety education programs/training to children and adults, service of civil process, provide court security, assist other agencies as needed, and making preliminary investigations at the scene of a crime or traffic accident. Work in this position involves an element of personal danger. The employee in this position must be able to act without direct supervision and to exercise independent judgement in handling emergencies.

Essential Functions

- * Obtains within one year, or possess and maintains Law Enforcement Certification from a State of Kansas recognized law enforcement academy such as KLETC or KHP;
- * Patrols county and related areas to preserve law and order;
- * Operates and maintains law enforcement equipment, including patrol vehicles, firearms, and communication equipment;
- * Achieve and maintain state required certifications in such tools as firearms, Intoxilyzer, Radar, and Taser;
- * Answers a variety of calls and complaints involving automobile accidents, robberies, domestic disturbances, and other misdemeanors and felonies;
- * Conducts preliminary investigations and gathers evidence;
- * Contacts witnesses and makes arrests;
- * Safely and humanely transports prisoners to court or other jurisdictions;
- * Provide court security;
- * Serves civil court processes and warrants;
- * Completes reports and records;
- * Provides assistance to motorists and others in the community;
- * Responds to domestic violence and similar disputes;
- * Assists and works with outside agencies on the apprehension of criminals and investigations;
- * Performs security checks of business and residential properties;
- * Takes citizen complaints and reports;
- * Conduct jail operations including booking, bonding, meals, and security;
- * Make quick and sound judgments concerning civil liberties and safety of citizens and inmates;
- * Fingerprinting of suspects, applicants, and/or court ordered persons;

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- * Submitting fingerprints electronically as required;
 - * Quickly respond to courthouse security alarms;
 - * Provide or assist with training for this agency or other agency;
 - * Operate complex computer systems on a regular basis;
 - * Perform traffic control as needed;
 - * Safely and competently serve and conduct search warrants on residential, commercial and public property to include vehicles and persons;
 - * Coordinate with the County Attorney for proper case preparation;
 - * Court testimony as required in criminal and/or civil proceedings;
 - * Provide safety education and training for schools, civic groups and general public;
 - * Maintain current Kansas CPOST qualifications and requirements;
 - * Be self-motivated to provide quality law enforcement services;
 - * Conduct meth lab clean-up in accordance with training;
 - * Assist with K9 training as needed;
 - * Patrol of unincorporated communities within Marion County to provide quality professional law enforcement to those communities;
 - * Conduct highway interdiction of illegal substances being transported on the roadways;
 - * Conduct extensive narcotics investigations including working with federal agencies;
 - * Prepare and submit affidavits to the court for arrest warrants and search warrants;
 - * Conduct surveillance on suspected illegal activities to gain evidence of such;
 - * Promote public safety through public appearances and education;
 - * Assist EMS as needed at injury scenes;
 - * Assist Fire departments as needed at fire scene or investigation;
 - * Work with local, state, and federal agencies in the detection and apprehension of wanted persons;
 - * Assist with continuing education training for this and other agencies;
 - * Accurately complete and submit all required investigations reports this office, county attorney and court in a timely manner;
 - * Assist with jail operations when needed;
 - * Assist with Communications when needed;

Marginal Functions

- * Other related duties as deemed necessary or as assigned;
- * Maintain office space in orderly condition;
- * Provide basic cleaning service to assigned areas of responsibility;
- * Assist front office when needed;
- * Help to maintain the readiness of the emergency equipment system tower trailer, generator trailer, communications trailer, and meth lab trailer;
- * Monitor severe weather to provide warning to those likely to be affected;

Deputy Sheriff

Minimum Position Requirements

Experience: Employee must be at least 21 years of age. Employee is required to have acquired the necessary level of state law enforcement certification and skills to perform the job reasonably well after one year in the position. This shall include the completion and graduation from a State of Kansas recognized law enforcement training academy.

Education: High school diploma or GED required. Certification through the Kansas Law Enforcement Training Center, KHP Academy, or other state recognized law enforcement training academy, and maintain 40 hours of continuing education annually. Must possess a valid Kansas driver's license.

Skills: The ability to acquire knowledge of law enforcement techniques and standards, federal, state and local laws and ordinances. The ability to acquire knowledge of crime scene preservation and investigation techniques. The ability to gather and analyze information and prepare reports or come to conclusions in a concise and comprehensive manner. The ability to read, interpret and follow instructions and state statutes. Excellent interpersonal and communication skills. The ability to express or exchange ideas by means of communication. The ability to make quick decisions under adverse circumstances. The ability to operate firearms, patrol vehicles, two-way radios, radar equipment, breath analysis equipment and other related law enforcement equipment. The ability to operate a computer.

Problem Solving: Frequent problem solving exists in this position. Problems involve dealing with the public, victim trauma, and with the criminal activities,

Decision Making: Frequent decision making exists in this position including use of force and the use of lethal force. Decisions include determining whether to make arrest, cite, or warn and appropriate action to be taken in family disputes.

Accountability: Employee is responsible for county equipment but is not responsible for budgetary control of the department and does not participate in the annual departmental budget process. Employee must clear III/FBI record background check before employment and then annually.

Supervision: Limited supervision is provided in the field and job related decisions are frequently reviewed by the Sergeant and Undersheriff. Employee has limited supervisory responsibilities over subordinate personnel.

Personal Relations: Continual contact with other county departments and the general public.

Working Conditions: Adverse working conditions exist in relation to public law enforcement. Hazardous and dangerous situations may arise in the apprehension of alleged criminals. Exposure to adverse weather conditions, toxic fumes and hazardous materials. Exposure to blood-borne pathogens. High stress is a factor in this position.

Physical Requirements: Heavy physical effort is required. The ability to pass and maintain all physical requirements and activities of the Kansas Law Enforcement training center. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.