

## SKAGIT COUNTY JOB DESCRIPTION

**TITLE:** DEPUTY SHERIFF - PATROL/DETECTIVE

**Occupation Code:** 4518

**DEPARTMENT:** Sheriff's Office

**Salary Range:** A-L: 1-7

**Reports To:** Sergeant

### **Summary:**

Performs assigned patrol and/or detective law enforcement work necessary to maintain public peace and order to protect life and property, to prevent crime, to apprehend suspected violators of the law, and otherwise to assure the enforcement of State laws and County ordinances under jurisdiction of the Sheriff's office.

### **Essential Functions:**

Drives a police vehicle to patrol designated areas of the County. Maintains continual observation of areas patrolled including rural and residential areas and business and industrial facilities; observes for evidence of illegal activity in progress or which has already occurred or any other irregular activity which indicates need for attention. Patrols on foot as necessary to perform job thoroughly.

Uses portable or vehicle-mounted radio transmitters/receivers as necessary to exchange any and all job-related information.

Operates boat to patrol designated lakes and rivers to enforce applicable ordinances and to investigate accidents.

Enforces motor vehicle operating regulations. Apprehends violators; issues warnings or citations, makes arrests or takes other action as deemed warranted by the circumstances. Coordinates such activities with city police and/or Washington State Patrol Officers in accordance with established policy.

Operates radar unit to discover speed violations; performs routine radio check of vehicle identification against current stolen vehicles and identification of violator drivers against outstanding arrest warrants.

Checks residential, business and industrial properties for security. Investigates conditions such as open doors, broken windows, and vehicles parked in suspicious locations.

Investigates and assists drivers and pedestrians in difficulty. Resolves such situations or refers to proper authorities.

Directs traffic during abnormal situations such as accidents, fires, or periods of congestion.

Performs crowd control activities at public gatherings as warranted under particular

circumstances including dispersal of unruly individuals or groups.

Performs civil process activities such as serving subpoenas, writs of execution, writs of restitution, orders of sale and other civil processes issued by the courts.

Develops detailed knowledge of County roads, landmarks, local activities and habits of citizens and suspected or known criminals, and other patterns of public activity.

Responds to any and all emergency calls, including traffic accidents, public or private altercations, robberies, burglaries, thefts, industrial or home injuries, water accidents and deaths.

Responds to personally sensitive calls such as family disturbances, missing persons and domestic altercations. Exercises caution relative to personal safety, safety of others at scene; takes appropriate steps to calm the parties as necessary to resolve the immediate situation.

Assesses the nature and urgency of the problem upon arrival at scene of call, whether situation warrants routine or emergency handling, and whether other deputies or superior officers should be called.

Upon arriving at scene of crime, arrests or detains suspects for probable cause as warranted; take all steps necessary to preserve and control crime scene; conducts initial investigation including interview of victims and witness. Assists detectives at crime scene as required.

Reports to scene of accidents; as necessary, administers first aid; summons medical personnel; controls accident scene; interviews principles, witnesses; prepares general sketch of accident scene noting details; and completes standard accident report. Issues citations or makes arrests as situation warrants.

Makes arrests or detains suspects employing level of physical force necessary only to control individuals as warranted under circumstances; handcuffs and searches individuals; advises individuals of rights; and escorts to County jail or other detention facility.

Appears in court as arresting deputy to present evidence, facts, details of circumstances, and otherwise testifies against persons accused of crimes; responds to questioning and cross-examination from prosecuting and defense attorneys.

Prepares written reports of sufficient legibility and clarity so that others without knowledge of the incident or situation can readily comprehend the facts and that the reports can serve as the basis for subsequent investigations or for court proceedings and testimony; requires narrative writing, notifying identifying features, times, places, etc.; must answer the questions "who, what, when, where, how, why."

Explains content of law to persons involved in a dispute, describing the process of filing a formal complaint, the extent of law enforcement powers, and the responsibility of citizens to follow prescribed legal procedures; informs those involved of the law applicable to their situation and their alternatives or refers to employee of higher classification.

Transports prisoners for court appearances, medical treatment or for incarceration at other location.

Investigates scene of crime; searches for, collects and preserves evidence; lifts fingerprints; takes photographs as applicable.

Locates and interrogates witnesses, victims, and suspects; obtains statements; investigates background; assures that interrogations are free from duress.

Investigates and follows up clues and searches for and apprehends violators; makes arrests and books as situation dictates; advises suspect of rights.

Obtains search warrants as necessary to conduct searches for property, persons or information applicable to each case.

Analyzes each case to determine the type of charges to be filed; determines the court in which the case should be filed; recommends disposition of the case to the prosecuting attorney.

Prepares case summaries and informs prosecuting attorney of the body of evidence available and persons who may qualify as witnesses.

Develops cases such that credibility of evidence can be established by the court; develops chain of evidence, establishes points of law for prosecutor; determines all foundation or points of the crime.

Photographs crime scenes, recovered property, fingerprints and other physical evidence as appropriate; utilizes still cameras or video tape equipment, as appropriate.

Makes detailed sketches of crime scenes or other incidents to depict and clarify facts and circumstances of the case.

Intakes, identifies and codes impounded property or property held as evidence; releases when case is completed or as otherwise authorized.

Determines when missing property should be entered into computer for notification to other jurisdictions.

Maintains surveillance on known agitators, suspected narcotic peddlers and other criminal suspects.

Keeps other deputies informed of cases in which property, persons or information is wanted; directs and coordinates their efforts and assistance as appropriate to the case.

Maintains liaison with surrounding city police departments, State Patrol, federal law enforcement agencies and relevant community service agencies.

Arranges for technical assistance from federal, state or other agencies as needed, such as that provided by specialist in identifications, ballistics, laboratory analysis, or toxicology.

Reads and interprets laws such as RCW, Chapter 9A, Crime and Punishment, in order to determine application of law to any case at hand. Performs any and all duties as described in Deputy Sheriff - Patrol Officer job description.

Trains and directs less experienced employees as authorized and directed.

Prepares material for, and presents police-related classes for informational sessions to other employees, school classes, scouts or other public groups.

Performs property inventory and control, and other desk duties as assigned.

### **Peripheral Functions:**

### **Skills, Knowledge and Abilities:**

Knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, criminal identification, rules of evidence, record keeping and all other aspects of law enforcement.

Knowledge of the rules, regulations and procedures of the Skagit County Sheriff's Department.

Knowledge of the behavior of criminals and causes underlying criminality.

Ability to analyze complex police problems and to adopt quick, reasonable courses of action with due regard to surrounding hazards and circumstances..

Ability to schedule duties to be consistent with an eight-hour working day.

Ability to develop and maintain adequate written case documentation and to assure proper

paper flow of case-closed files into central filing system.

Ability to work multiple cases at one time and to assure continuity and development of each case.

Ability to establish and maintain effective working relationships with other public officials and the general public.

Ability to learn principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence and all other aspects of law enforcement.

Ability to learn to read, interpret and properly apply laws applicable to law enforcement work.

Ability to acquire skill in the use and care of firearms and the conditions under which they may be employed in accordance with department regulations.

Ability to express self clearly and concisely in speaking and writing and legibly in writing or printing the English language.

Ability to memorize and recall detail, e.g., names, faces, incidents, identification of objects.

Ability to maintain composure and self control under adverse conditions.

Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of the citizens.

Ability to establish and maintain effective working relationships with other employees.

Ability to perform duties and maintain professional conduct, attitude and appearance that conforms to strict policies, procedures, discipline.

Ability to hold self in readiness at all times to answer calls, accept authority, obey orders of superiors and accept a strict personal and organizational code of conduct and ethics.

Ability to maintain balanced perspective about life in general while continuous exposure to the criminal element of society.

Ability to adjust to a life style that requires working in a disciplined environment, and irregular working hours.

**Education and Experience:**

Minimum 21 years of age and a U.S. citizen.

High school diploma or G.E.D.

Ability to obtain officially approved standard first-aid certification.

Must have a valid Washington State Driver's License.

Must be able to read and write the English language.

Ability to satisfactorily complete course work and training such as Basic Law Enforcement School established under the Washington Criminal Justice Training Commission, and other in-service training in methods, procedures and techniques of law enforcement work presented by command officers in the department or by attendance at special schools.

RCW 43.101.200 Law enforcement personnel --basic law enforcement training required-- Commission to provide.

(1) All law enforcement personnel, except volunteers and reserve officers whether paid or unpaid, initially employed on or after January 1, 1978, shall engage in basic law enforcement training which complies with standards adopted by the commission pursuant to RCW 43.101.080 and \*43.101.160. For personnel initially employed before January 1, 1990, such training shall be successfully completed during the first fifteen months of employment of such personnel unless otherwise extended or waived by the commission and shall be requisite to the continuation of such employment. Personnel initially employed on or after January 1, 1990, shall commence basic training during the first six months of employment unless the basic training requirement is otherwise waived or extended by the commission. Successful completion of basic training is requisite to the continuation of employment of such personnel initially employed on or after January 1, 1990.

(2) The commission shall provide the aforementioned training together with necessary facilities, supplies, materials, and the board and room of non-commuting attendees for seven days per week. Additionally, the commission shall reimburse to participating law enforcement agencies with ten or less full-time commissioned patrol officers the cost of temporary replacement of each officer who is enrolled in basic law enforcement training provided, that replacement not to exceed the total amount of salary and benefits received by the replaced officer during his/her training period. [1989 c 299 2; 1977 ex.s.c 212 2.]  
\*Reviser's note: RCW 43.101.160 was repealed by 1983 c 197 55, effective June 30, 1987.

Lateral Entry - Two of the last five years as full-time commissioned police officer or deputy sheriff. Current Washington State Criminal Justice Training Commission certification.

**Physical Requirements:**

Ability to physically handle persons resisting arrest and/or detention which may involve running, tackling, fist fights and wrestling.

Eyesight must be such that the person can qualify with his firearm twice a year.

**Working Conditions:**

Patrol/Detective work is typically performed in a patrol car and at various locations throughout the County. Physical hazard is continually present due to the nature of police work. Requires working rotating shifts and days of the week.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

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