

SHAWNEE COUNTY, KANSAS
Position Description
Deputy (Patrol)

POSITION NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position serves the public through the preservation of peace, prevention of crime and disorder, protection of life and property, arrest of violators and the enforcement of court orders and criminal laws of the State of Kansas and the Home Rule Resolutions of the County of Shawnee. Specifically, this position performs duties of a law enforcement officer such as, but not limited to, traffic enforcement, preventative patrol, traffic accident investigation, community policing, serving criminal arrest warrants, serving civil process and investigating criminal activity. Performs other duties as required. This position is supervised by a Sergeant.

WORK PERFORMED

- 65% Patrol.** Completes preventative patrol (looking for suspicious activity). Performs traffic duties (accident investigation, enforcement, etc.). Responds to calls for service (receiving reports).
- 10% Community Policing.** Makes citizen contacts.
- 10% Paperwork.** Completes daily run sheets, paper and computer reports, etc.
- 5% Shift Briefing.** Attends roll call. Answers voice mail and e-mail messages.
- 5% Service Of Court Orders/Warrants.** Attempts and completes the service of court orders and warrants.
- 5% Special Assignment Duties.** Completes FTO, K9, SWAT and training duties as needed.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The Criminal Justice System and modern law enforcement principles and practices.
- The organization, regulations, procedures and functions of the Sheriff’s Office.
- Community policing.
- The geography of Shawnee County, its incorporated areas and road network.

Ability to:

- Perform all law enforcement duties of a Deputy Sheriff.
- Read, comprehend, interpret and apply Federal, State and County laws, resolutions, rules and regulations, procedures, policies and labor contracts.
- Communicate effectively, both orally and in writing, using the English language, with Sheriff’s Office personnel, other County personnel and the public.
- Understand and follow oral and written instructions.
- Use tact, diplomacy and good judgment in establishing and maintaining effective working relationships with Sheriff’s Office personnel, other County personnel and the public.
- React quickly and correctly in emergencies.
- Work under distracting/high stress conditions, using logical reasoning, common sense and available resources.
- Complete multiple tasks at once.
- Operate a personal computer.
- Use and perform maintenance on firearms and other police equipment.
- Collect, accurately report, correlate and correctly disseminate information.
- Analyze problems and recommend solutions.
- Operate a police vehicle and emergency equipment in a variety of conditions.
- Complete all examinations and interviewing as directed by civil service requirements.
- Render credible testimony in court.

Skill in:

- The use and care of firearms and other police equipment.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving	X			
Pushing/Pulling	X				Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting-80 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying	X				Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-80 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning		X			Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking	X				Slippery Surfaces	X			
Near Vision		X			Standing	X				Work Above Ground	X			
Far Vision	X				Sitting			X		Work Below Ground	X			
Color Vision		X			Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-80 lbs.	X					X			

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EQUIPMENT USED

Personal Computer	Office Furniture	Misc. Vehicle Equipment (radar, spikes, etc.)
Printer	Patrol Car/Automobile	Misc. Law Enforcement Equipment
Telephone	Two-Way Radio	Security Screening Equipment
Photocopier	Firearms	
Fax Machine	Misc. Weapons	

MINIMUM QUALIFICATIONS

Certified High School Transcripts or GED Certificate.

Certified College Transcripts (if applicable).

Military Form DD 214 (if applicable).

Must be twenty-one (21) years of age.

No felony or domestic violence convictions.

Valid Driver's License.

SPECIAL REQUIREMENTS

Good health and height/weight proportional.

A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information must be completed.

Required to pass a physical agility test and written exam.

Required to pass a background investigation, polygraph testing, pre-employment physical and drug screen.

Required to lift eighty (80) pounds.

Annual completion of forty (40) hour mandated law enforcement in-service training.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Sheriff's Signature / Printed Name

Date

Created: 02/05
Revision History: 09/07