

## LINCOLN COUNTY Job Description

<b>Position Title:</b>	<b>Patrol Deputy</b>
<b>Department:</b>	<b>Sheriff's Office</b>
<b>Reports To:</b>	<b>Patrol Shift Supervisor (Sergeant)</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Oversees:</b>	<b>N/A</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Last Revised/Approved:</b>	<b>November 2014</b>

### **POSITION SUMMARY:**

The Patrol Deputy is responsible for providing a full spectrum of first response law enforcement services by patrolling all areas of Lincoln County.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Patrols County roads and geographical areas making law enforcement visible in areas not usually covered by town police, promoting a feeling of safety and security for all persons within the jurisdiction.
2. Serves criminal summons, subpoenas, protection orders, notice of trespass and harassment and other forms of process from the Courts and other agencies across the State.
3. Assists other law enforcement agencies/officers as needed.
4. Prevents crime by explaining and enforcing applicable federal and state laws and local ordinances, when contracted, as well as by mediating disputes.
5. Provides assistance to citizens in response to complaints and calls for help or other needs.
6. Provides security at crime scenes and supports CID as needed.
7. Maintains safe traffic conditions by enforcing traffic laws, regulations, and ordinances as provided by law or contract.
8. Participates in the development and execution of search warrants.
9. Participates in court proceedings such as trials, grand jury and arraignments as needed.
10. Adheres to all County and Departmental Rules, Regulations and Policies and maintains knowledge of Lincoln County Standard Operating Procedures, Policy and Procedures Manual, and Personnel Policy Manual.
11. Acts as Court Officer as required.
12. Investigates vehicle and related accidents and makes reports to the proper authority.
13. Prepares and submits, in a timely fashion, all reports, as required by departmental policy, procedure or directive.
14. Conducts quality investigations of felony or misdemeanor crimes by procuring evidence, arrest of suspects, and recovery of stolen property.
15. Works closely with federal, state and local law enforcement and prosecutorial agencies.
16. Assists County with quality investigations handling such cases as domestic violence or simple assaults, burglary and theft, criminal mischief and/or other cases as assigned.
17. Builds and solves cases by searching crime scene, securing, classifying, and preserving evidence.
18. Documents crime scene evidence by taking and processing photographs.
19. Obtains evidence for cases by interviewing suspects or witnesses, and transcribes statements and confession(s).

20. Documents cases by preparing details and accurate incident and prosecution reports.
  21. Ensures quality cases by preparing all evidence to be presented to the Courts and District Attorney.
  22. Ensures operation of equipment by practicing use; completing preventative maintenance requirements; following manufacturer's instructions; trouble shooting malfunctions; notifying superiors of needed repairs; evaluating new equipment and techniques.
  23. Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attends education workshops; and practices skills.
  24. Utilizes all department specialized equipment properly and safely.
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**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Fulfills job functions by participating as an active member in training and participates on Sheriff's task forces.
  2. Performs other related duties and responsibilities as assigned.
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**GENERAL EXPECTATIONS:**

1. Be committed to the mission of the Sheriff's Office.
  2. Work as a member of a team in the performance of duties.
  3. Be punctual for scheduled work and use time appropriately.
  4. Work in harmonious relationships with all Sheriff's staff and community.
  5. Perform duties in a conscientious, cooperative manner.
  6. Perform required amount of work in a timely fashion with a minimum of errors.
  7. Be neat and maintain a professional appearance.
  8. Possess a valid Maine Driver's license.
  9. Understand and work within Lincoln County Government and Sheriff's Office Policies and Procedures.
  10. Work collaboratively as a member of a team with various groups of staff depending on the issue addressed.
  11. Accept shared responsibility with other team members to successfully accomplish the goal of each team of which he or she is a member.
  12. Assure quality in work performed in order to facilitate the delivery of quality services.
  13. Maintain confidence and protect the County by keeping information concerning clients and Sheriff operations confidential.
  14. Participates in and successfully completes firearms qualifications as required.
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**PHYSICAL REQUIREMENTS:**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is regularly required to sit, stand, walk, talk and hear. The employee is occasionally required to run, use hands to operate a standard keyboard, use a computer, mouse, printer, copier, fax, telephone, radio, 35mm and digital camera, portable radio, tape recorder, video recorder, cell phone, pager, handcuffs, shackles and other restraint devices, impact weapon, flash lights, spike mat, first aid kit, finger printing equipment and other forensic investigation

tools, Tasers, chemical agents, firearm(s), and to wear a bullet resistant vest.

The employee must occasionally lift and/or move up to 50 pounds and must be able to control an unruly person. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus. The employee is required to operate a motor vehicle.

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Any officer acting as Patrol Deputy shall, upon request, have a statement from a physician that s/he has had a physical within the last 30 days stating that s/he is in good health and has the physical ability to handle the job's related stress and danger.

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#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud. Approximately 85 percent of the work time may be spent outdoors in all seasons. The employee is required to be able to work long and/or irregular hours. Ensures around the clock coverage by participating in night, work-end, flexible work schedules, and on-call status.

The employee in this position may encounter a wide variety of working conditions during the course of an investigation. Some of the conditions may cause some discomfort. Potential stress caused by frequent child abuse investigations and the usual hazards of law enforcement is inherent for this position.

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#### **QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- At least 3-4 years of prior experience in law enforcement, or the equivalent in education and related work experience, preferred.
- Has excellent communication skills.
- Has the ability to deal effectively with all types of persons.
- Experience and training in law enforcement or in the military preferred.

**Education Requirements:** The following education requirements are considered essential:

- Associate's Degree in Criminal Justice, or the equivalent in education and related work experience, required. Bachelor's Degree preferred.
- Valid and active certification as a Law Enforcement Officer within 12 months of employment.
- Successful completion of the Basic Law Enforcement Course from the Maine Criminal Justice Academy or have obtained waiver from MCJA within 12 months of employment.
- Familiarity with U.S. Constitutional Law regarding Search and Seizures, Maine Criminal Statutes.
- Working knowledge of computers and automated systems including Microsoft products, internet, and other law enforcement specialty software.
- A valid State of Maine driver's license is required.

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**\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\***

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee Signature

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Date

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Supervisor Signature

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Date