

# Washington County

## Deputy First Class - Detention

### Job Description

<b>Job Code:</b>	16
<b>Exempt:</b>	No
<b>Department:</b>	Sheriff's Office
<b>Reports To:</b>	Sergeant
<b>Location:</b>	Sheriff's Office and in the Field
<b>Date Prepared:</b>	October 11, 2018
<b>Date Revised:</b>	June 14, 2021
<b>Safety Sensitive:</b>	This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

#### **GENERAL DESCRIPTION OF POSITION**

The Deputy First Class, under the guidance and direction of the Sergeant, protects and serves the County by enforcing laws, both traffic and criminal; as well as rendering aid when called upon. Must meet minimum requirements under state law for certification to work in the jail, plus successfully completing the law enforcement-training academy if required. The incumbent relies on experience and training in the handling of prisoners in the county detention facility, and conducts community presentations. Displays a high level of initiative, effort and commitment towards completing assignments efficiently while working with minimal supervision. If required for their duty assignment: This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must have the ability to complete the Arkansas law enforcement Training Academy. Must have experience requirements for specific assignments.

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

1. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws.
2. Protect and secure accident, disaster and crime scenes in order to preserve evidence, and protect persons and property by using techniques such as additional manpower, sealing off the area, barricades, locking and guarding establishments, properly place patrol car, and re-route traffic; administer medical aid to preserve life, minimize injuries, prevent shock and prepare for transportation to medical facility.
3. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-bys, property disputes, locate missing persons, assist motorists, and answer any other matter requiring law enforcement assistance. Must be proficient in all court processes and security.
4. Demonstrate the ability to handle complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other associated procedures.
5. Notifies next of kin and attempts to locate persons in order to convey death or serious injury message; gives emotional and physical support through personal or telephone contact, by utilizing friends, relatives or clergy and applying human relation skills.

6. Complete reports and maintain files, interview suspects and witnesses when necessary and appear in court for testimony. Must demonstrate proficiency in criminal investigation, and the use of related equipment. Serve civil process and warrants.
7. Conduct or arrange for routine maintenance required of the patrol vehicle and related equipment used in the vehicle. To include complex technical and scientific equipment, such as BAC Datamaster, Radar/Lidar, Video Equipment, Evidence Collection Equipment, Automated Fingerprint ID System.
8. Maintains public relations by conducting seminars and speaking to local groups on law enforcement, participate in manhunts, provide child information cards at community events, and disseminate information in order to make the public more knowledgeable and other duties as directed by their Supervisor.
9. Collects and retains contraband and evidence in order to seize illegal items and items of evidence in criminal and civil cases, and document charges filed by following search and seizure procedures.
10. Responsible for obtaining and serving arrest warrants and taking individuals into custody as required by the court and Arkansas State Code; conducts interviews and interrogations to obtain evidence, confessions and admissions of criminal acts, and determines cause and contributing factors; advises of Miranda Warning when applicable, questions and observes suspects, drivers, occupants, and witnesses; records the information obtained.
11. Must be proficient in the booking process and the releasing process in excess of 15,000 detainees annually, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainees to jail programs, answer detainee grievances and investigate incidents within the jail.
12. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorney's Office, defense attorneys, family members of jail detainees, and other public or agency contacts as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
13. Monitor maintenance of jail equipment and premises, and make arrangements for repairs.
14. Conduct jail inspections, and testify in Federal, Circuit, District and City courts on jail, civil, or criminal matters.
15. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
16. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
17. Represent the Sheriff's Office in a professional manner to enhance the County's image.
18. Write an effective probable cause before detainment of an individual and for search warrants.
19. Effectively operate x-ray machines, walk-through metal detectors and handheld metal detectors to ensure no weapons are brought into secure areas.
20. Security for judges in the courtroom and in chambers and greet and assist jurors and witnesses.

21. Distribute paperwork throughout the Courthouse as requested.
22. Provide security for jurors away from the courthouse while the jury is being sequestered.
23. Ensure that all required inmates are readily available and present in court when required.
24. Assist in calling attorneys, witnesses, and defendants into court.
25. • Ensure there are no dangerous substances, such as weapons, ammunition, or tear gas maintained in the courthouse except as authorized by the Sheriff or designee.
  - Ensure there is a secure and controlled hallway entrance to bring inmates into the courthouse.
  - Screen all persons / visitors entering or calling the Judges' offices.
  - Review all cases on docket. If any party on the docket needs to be transported, notify transport.
  - Transport will need a minimum of 24 hour notice for any in-county transports. Any other transports will require more notice and a certified Transport Order.
  - Be the liaison between the judges' offices and the public.
  - Have the ability to retain and enter purchasing (p-card) receipts.
  - Have the ability to explain basic court procedures to non-represented litigants while at the same time not giving legal advice.
26. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Arkansas Driver's License

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Database

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic

or caustic chemicals, risk of electrical shock, risk of radiation, vibration. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; and occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

### **EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with one year or more of college courses or equivalent experience; and if required for their duty assignment: completion of jail standards certification training course and ability to obtain state certification through the Arkansas Commission on Law Enforcement Standards and Training, and annual firearms qualification if required. Must have working knowledge of law enforcement, jail operations, civil process, court systems, prisoner transporting, basic first aid, CPR, and protection from blood-related and/or other viruses, county policies and procedures, federal and state laws. Self-defense and physical restraint procedures are also required.

### **OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System), and have ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind or domestic abuse convictions and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report. Additionally must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Driver's License.

The incumbent may be required to perform all of the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to respond efficiently in all emergencies, natural or man-caused disasters. The incumbent must successfully obtain State Certification in order to effectively operate a breath analyzer if required. This person must also be proficient in the use of a calculator, computer, vehicle, and radio.

The incumbent must be able to perform the following: physical and mental stamina to fire weapons, react and move rapidly from sedentary to active condition in response to environmental situations, assume a variety of bodily positions and postures necessary to employ "cover and concealment"

during a deadly force encounter, respond to a physical attack and possess the ability to escape attacker, subdue attacker and/or summon aid. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.

All of these actions/activities may be required while wearing a duty belt and related equipment that could weigh up to 20 lbs. or more.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations, including intoxicated / uncooperative persons, hostile persons, armed persons, tragedy, domestic abuse, child abuse and neglect, homicide, suicide, infanticide and encountering aggressive or dangerous animals.

Likely to encounter verbal abuse and violence exposure in the line of duty. These are all things that impact emotional and mental health.