



# Deputy Sheriff I - Enforcement

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 724  
Supervisory: No  
Reports to: Sergeant - Enforcement

### Summary

This entry-level position performs field Peace Officer duties under close to general supervision of a Sergeant-Enforcement. Duties include actively preventing or detecting crime, providing security, community protection, and enforcement of criminal statutes or ordinances. This role responds to situations involving threats to public safety and makes emergency decisions affecting the lives and health of others, including in circumstances and at times when personal life or personal safety may be at risk.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide a high visual profile to County citizens and maintain security for public and private property.
2. Enforce criminal and traffic laws proactively including speed and DUI regulations and alcohol and drug violations.
3. Issue traffic citations; control and direct vehicle traffic; assist motorists with automobile breakdowns; investigate traffic accidents including collecting measurements, gathering evidence, and preparing diagrams and sketches.
4. Respond to calls for service from the public on criminal and civil problems; isolate, interview, and interrogate suspects and witnesses to collect detailed statements of events.
5. Serve criminal warrants as required by federal, state, and local statutes.
6. Respond to questions, complaints, and requests for assistance from the public; perform CPR and administer first aid.
7. Collect, photograph, and mark evidence including fingerprints, detailed sketches, and measurements from crime scenes.
8. Prepare records for court proceedings and testify in court as needed.
9. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and procedure requirements.
10. Conduct searches of vehicles and buildings to locate suspected criminals or barricaded armed persons; provide riot and crowd control and VIP protection.

### For Office Use Only

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Job Title: Deputy Sheriff I – Enforcement  
FLSA: Non-Exempt  
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Worker's Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

11. May notify family members of deceased individuals.
12. Investigate and enforce compliance with animal regulations including issuing citations for animals and livestock at large, animal bites, cruelty to animals, and animal deaths, etc.
13. Respond to crisis and emergency situations involving animals; restrain and transport a variety of small and large animals including horses and domesticated animals such as dogs, cats, birds, and reptiles.
14. May perform animal first aid and shelter maintenance duties such as feeding and caring for impounded livestock as well as watering pastures and cleaning pens as needed.
15. May perform animal euthanasia in a humane, safe, and professional manner.
16. Coordinate activities with other divisions, departments, and outside agencies.
17. Make public presentations on crime prevention, safety, and emergency preparedness.
18. May perform in various specialty capacities as assigned such as Bomb Technician, Traffic Accident Investigator, School Resource Officer, JCAT, SWAT, K9, Animal Control Officer, Firearms, Emergency Vehicle Operations, RAD Kids, and other specialty assignments.
19. Exemplify the desired culture and philosophy of the organization.
20. Work effectively as a team member with members of management and the Sheriff's Office.

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

- Knowledge of criminal law, civil law, and court procedures
- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of geography of Utah County
- Skilled in the use of firearms and police equipment including emergency vehicles, intoxilizer, field sobriety tests, and radar equipment
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in interviewing techniques
- Skilled in word processing and other basic software applications
- Skilled in reading, writing, and basic math
- Skilled in crime scene analysis techniques
- Skilled in giving presentations and instructing others
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to defuse or control hostile situations
- Ability to make rapid and sound decisions and solve problems under pressure
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently

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### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

Work is typically performed in the field which exposes the employee to all weather conditions. This job requires wearing a bullet-resistant, protective vest and the use of protective devices such as personal body armor, firearms, and pepper spray. This position is exposed to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. While performing the essential duties of the position, the employee is exposed to unknown, dangerous, and/or life-threatening conditions and to possible bodily injury from potentially hostile environments. The employee may be exposed to contagious or infectious diseases or hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee is required to type, file and lift supplies up to fifty (50) pounds. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may intermittently restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. The ability to work a variety of shifts on a rotational schedule including nights, weekends, and holidays is a requirement.

### **Travel**

This position travels within Utah County daily, and some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Requirements for Internal Applicants (current Career Service employees)**

1. High school diploma or equivalent (GED).

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2. Current Law Enforcement Officer or Corrections Officer certification issued through the Utah State Peace Officer Standards and Training (POST) Agency. Selected applicants qualifying with Corrections Officer certification must obtain Law Enforcement Officer (LEO) certification within the first twelve (12) months in position.
3. Applicants must possess a valid State of Utah Driver's License.

#### **Requirements for External Applicants**

1. High school diploma or equivalent (GED).
2. Applicants must meet one of the following requirements:
  - a. Applicant must possess Law Enforcement Officer (LEO) certification issued through the Utah State Peace Officer Standards and Training (POST) Agency.
  - b. Applicant must be currently enrolled in a Law Enforcement Officer (LEO) course approved by POST and must obtain Law Enforcement Officer (LEO) certification within the first twelve (12) months in position.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah Driver's License within sixty (60) days of employment.

#### **Additional Eligibility Qualifications**

1. Incumbents are required to maintain POST certification and successfully complete required annual training.
2. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
3. Incumbents may be required to maintain annual weapons qualification for all assigned weapons.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Note: Requirements for obtaining Law Enforcement Officer or Corrections Officer Certification through POST include being twenty-one (21) years of age, being a United States citizen or a lawful permanent resident who meets the requirements of Utah Code 53-6-203, and the ability to meet the required fitness levels of the Modified Cooper Single Norm Assessment Test.

#### **Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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