



CLASS SPECIFICATION

Class Title:	Deputy Sheriff – LE	Class Code:	7737
Department:	Sheriff	Grade:	22
FLSA:	Non-Exempt (Public Safety)	Eff. Date:	3/10/2023
OT:	80/hr		

GENERAL PURPOSE

Under general supervision of a sergeant or corporal, performs a variety of law enforcement duties related to the public safety and protection of residents and visitors in Davis County. This position responds to emergencies, investigates crime, makes lawful arrests, oversees court security, and serves all civil process papers and notices as prescribed by law. May be assigned to Patrol, Investigations, or Court Security.

EXAMPLE OF DUTIES

Enforces federal, state, and local laws and performs arrests for criminal activities; serves criminal and civil warrants and other civil process papers as required by federal, state, and local statutes; conducts searches of individuals, vehicles, and buildings; investigates crime.

Provides court security and bailiff services.

Responds to questions, complaints, and requests for assistance from the public.

Enforces traffic laws and issues citations for traffic violations.

Prepares various reports, records, memos and other records which are both intra- and interdepartmental in nature.

Appears in court and before other legal and quasi-legal bodies and gives oral testimony regarding investigations, arrests and other information of which he/she has knowledge.

Responds to emergencies, performs CPR, and administers first aid when necessary.

Transports people, inmates or materials as needed.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Effectively utilizes lethal and non-lethal weapons in compliance with Davis County Sheriff's Office (DCSO) policies and procedures.

Deputy Sheriff – LE II/III: Acts as a team leader as required; assists in training new personnel as assigned; fills in for the sergeant or corporal as assigned. This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the office.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High School graduation or equivalent.

In-grade career ladder: This position has an in-grade career ladder based on a combination of achievements and experience. An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

Deputy Sheriff – LE II – Twenty-four (24) months of full-time experience as a sworn officer.

Deputy Sheriff – LE III – Five (5) years of full-time experience as a sworn officer. Must have successfully participated in a specialty assignment for a minimum of two years. Specialty assignments include, but are not limited to: SWAT, Motors, K-9, Policy Committee, Transportation, or active instructor, as designated/approved by the Sheriff or Chief Deputy.

If an employee is participating in an authorized specialty assignment and is either removed from the assignment or is reassigned to a different specialty, based on the needs of the office, the Sheriff or Chief Deputy may opt to commute the two-year requirement in the specialty assignment.

An acceptable combination of education and experience may be considered in meeting a portion of the experience requirement.

Preference for applicants with active Law Enforcement Officer certification and experience in the State of Utah.

2. Special Qualifications:

Must be either a United States citizen; or a lawful resident of the United States who has been in the United States legally for at least five years; and has legal authorization to work in the United States.

Must become certified as a Special Function Officer (SFO) and Law Enforcement Officer (LEO) through Utah Peace Officer Standards and Training (POST) within twelve (12) months of hire date; must maintain certification and complete required annual training.

Must pass a Davis County Sheriff's Office (DCSO) background investigation, including an eye detect test.

Must be at least 21 years old at the time of certification for Law Enforcement Officer (LEO). This is a state statute requirement.

Must pass the physical fitness test as part of the application process and annually thereafter.

Successful completion of the Field Training Officer (FTO) training, or an equivalent training program approved by the Sheriff or Chief Deputy.

Must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an

out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: police terminology and practices; criminal and traffic laws; courtroom procedure and terminology; ethical principles; self-defense principles and tactics.

Skill in: the use of firearms and police equipment; emergency vehicle operation; lethal and less-lethal weapons; the use of restraint devices.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: make rapid and sound decisions under pressure; make arrests; remain alert and adjust, cope, and respond quickly in unexpected or emergency situations; handle high levels of personal stress and maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm; collect and rapidly assimilate facts; examine witnesses effectively; restrain unruly persons; prepare clear and concise reports; perform data entry on computers; maintain confidences; establish and maintain effective working relationships with supervisors, other employees, legal counsel, judicial officials, other agencies and the general public; follow written and oral instructions; communicate effectively (orally and in writing); observe multiple activities and respond quickly to inappropriate conduct; use sensory perceptions of seeing, hearing, and smelling to be alert and aware of surroundings at all times, and to detect and discern emergency and/or threatening situations; understand and follow county, office, and division policies, procedures, and practices; exercise sound judgment; interact effectively with multiple persons from divergent backgrounds.

WORKING CONDITIONS

The ability to work a variety of shifts and assignments on a rotating schedule including nights, weekends, and holidays is a requirement. Subject to call-out 24 hours a day.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**