UMATILLA COUNTY
POSITION DESCRIPTION

Department: *Sheriff's Office*
Position Title: *Patrol Deputy Sheriff,*
Criminal Deputy

Employee Name: _____

Effective Date: _____

Job Series: **Criminal Division**   **Salary Range:** 35
Union Covered: **Yes, UCLEA**   **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

The Criminal Deputy position is a sworn police officer. They are responsible for patrolling all unincorporated areas within Umatilla County, enforcing state, county and federal laws; investigating crimes and citizen complaints as well as other matters relating to criminal law enforcement in the county. The position participates in the achievement of departmental goals, with a strong emphasis towards community oriented policing.

SUPERVISORY RELATIONSHIPS

Supervision Received:
The criminal deputy position works under the direct supervision of the Criminal Division Sergeant or other officers of higher rank. The supervisor is responsible for assigning and reviewing work detail, scheduling, and conformance to laws, policies and regulations.

Supervision Executed:
Supervision is not a normal responsibility of the position of a criminal deputy, unless it is assigned and as dictated by their senior status.

PRINCIPAL DUTIES OF POSITION

- Respond to citizen reports of crimes, suspicious circumstances, civil problems, complaints, and requests for information either in person or verbally by telephone.
- Investigate criminal matters; gather evidence; interview witnesses and suspects.
- Patrol roads and highways within Umatilla County enforcing traffic and criminal laws.
- Establish and practice community policing activities as outlined and directed by the Department
- Maintain records, prepare reports, and testify in courts of law and other judicial or legal hearings.
- Enforce all laws and ordinances of this county and state; make arrests and issue citations and warnings.
- Collect physical evidence at crime scenes, document and secure evidence and request scientific analysis when warranted.
- Investigate motor vehicle accidents: securing the scene, directing traffic, interviewing involved parties, making observations, taking measurements, etc.
- Work with and maintain a close relationship with all law enforcement agencies including federal,

state and local.
- Other duties as assigned.

OTHER DUTIES OF POSITION

The duties of the Criminal Deputy can be changed as needed to serve the goals of the Sheriff's Office. The statements contained herein reflect general details as necessary to describe the principal functions of the position. They **should not** be considered an all-inclusive listing of work requirements.

REQUIREMENTS FOR POSITION

- United States Citizenship
- Minimum age of 21 years.
- Must possess a valid Oregon driver's license with an acceptable driving record.
- Must have a High School diploma or equivalent.
- Ability to maintain qualification with firearms.
- Must pass written test and background investigation.
- Must pass a physical and psychological examination.
- Must have current DPSST Law Enforcement Certification or able to obtain certification within one year.

Knowledge, Skills and Abilities
- Ability to learn and adapt quickly.
- Ability to evaluate and analyze facts.
- Ability to communicate effectively.
- Sufficient writing skills to prepare reports and related documents.
- Sufficient communication and human relation skills to effectively and successfully deal with various members of the public, to employ appropriate lines of questioning and resolve conflicts.
- The ability to establish and maintain effective working relationships with management, fellow employees and with citizens from varied backgrounds.
- The ability to cope with stressful situations while respecting individual rights.
- The ability to work in a variety of indoor and outdoor environments, climates and inclement weather conditions.

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

While performing the duties of this job, the employee is frequently required to walk, run, sit, bend, talk and hear. The employee is required to use hands to handle and/or operate objects, weapons, tools, or controls; and reach with hands and arms. Requires sufficient hand/eye coordination to operate police equipment, weapons and apparatus; visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk and sufficient strength to perform all functions of the job, including the ability to subdue a resistive or combative individual; requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds; sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers.

The employee may occasionally lift and/or move over 50 pounds. Requires satisfactory visual and auditory abilities, whether corrected or uncorrected, to perform all aspects of the job.

TOOLS AND EQUIPMENT USED

Police equipment, weapons, tools, radios and other apparatus; computers and computer programs, including word processing, data base, Internet, and spreadsheet programs; cellular devices and applications; calculator, telephone, copy machine, fax machine and others.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in wide variety of indoor and outdoor environments, and all weather conditions, which may include adverse conditions. The noise level in the work environment can range from quiet to very loud.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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's Signature/Date