

# UMATILLA COUNTY POSITION DESCRIPTION

DEPARTMENT: UMATILLA COUNTY SHERIFF DEPARTMENT

EMPLOYEE NAME: \_\_\_\_\_

DIVISION/SECTION: Criminal

POSITION TITLE: Deputy

JOB SERIES: Criminal

SALARY RANGE:

UNION COVERED: XX

BOLI EXEMPT:

## 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

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

making observations, taking measurements, etc.

- 9) Work with and maintain a close relationship with all law enforcement agencies including federal, state and local.
- 10) 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 principle functions of the position. They **should not** be considered an all-inclusive listing of work requirements.

**REQUIREMENTS FOR POSITION**

- \* United States Citizen (OAR 259-008-0010)
- \* 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.

**FOR HUMAN RESOURCES USE ONLY**

**Position Number:** \_\_\_\_\_  
**Position Approved BCC:** \_\_\_\_\_  
**Position Reviewed:** \_\_\_\_\_

**Provided to Employee:** \_\_\_\_\_  
**Employee's Signature/Date**