

# DeWitt County Sheriff's Office

## Job Description

**Job Title:** Patrol Deputy  
**Reports To:** Patrol Sergeant  
**Employee Name:** \_\_\_\_\_  
**Pay Grade:** Deputy  
**\*(6 Month Period)**

**Division:** Patrol  
**FLSA Status:** Nonexempt  
**Employee #:**  
**Prepare By:** DCSO

### SUMMARY

This position requires a Peach Officer Certification through TCOLE and requires thorough working knowledge of law enforcement procedures. The individual has daily contact with the public and is responsible for the preparation of offense reports. Responds to delegation of duties from patrol Sergeant, Chief Deputy or Sheriff.

### SUPERVISION RECEIVED

Works under the general supervision of the Sergeant.

### SUPERVISION EXERCISED

None generally.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Serve legal papers/arrest warrants.
2. Conducts investigations of suspected violations as assigned. Interviews witnesses, victims, and suspects. Takes statements and confessions. Develops offense reports, arrest reports and supplemental information.
3. Responds to citizens request and complaints regarding possible criminal activity such as disturbances, burglaries, prowlers or suspicious persons.
4. Handle commitments to hospitals and institutions.
5. Performs traffic stops and accident investigations.
6. Informs the community of crime prevention, public safety and public awareness programs. Provides citizens with assistance concerning laws.
7. Performs all other job related duties as assigned or as apparent.
8. Ability to get along with other employees and the public.
9. May be required to wear department issued uniform.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

### MANDATORY QUALIFICATIONS:

## **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent is required. The individual should possess a thorough knowledge of law enforcement procedures and practices. A minimum of one (1) year of experience in law enforcement is desirable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Other specialized job requirements include a valid Texas Driver's License and a basic Law Enforcement Certification with the Texas Commission on Law Enforcement (TCOLE)). Must be able to meet TCOLE and Department requirements for psychological and medical examination.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organizations.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit, talk or hear, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 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.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts, high, precarious places; fumes or airborne

particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration.

This position has been identified with possible risk of exposure of blood-borne pathogens and/or other various hazards that require immunization against such exposure.

This position requires the handling of Bio-hazard materials and other dangerous objects.

The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

### **SIGNATURE / APPROVAL**

Employee (Printed Name) \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Sheriff \_\_\_\_\_ Date \_\_\_\_\_