

Polk County Sheriff's Office Job Description
2214 Deputy Sheriff

January 1, 2007, Revised October 5, 2011

Position Concept:

The Deputy Sheriff performs a variety of duties and tasks related to the protection of life, limb and property.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Deputy Sheriff may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Testify at trials, hearings or Grand juries
- Testify at deposition
- Serve subpoenas
- Serve injunctions for protection
- Serve Baker Acts - court ordered
- Prepare original and supplemental reports
- Maintain issued equipment
- Maintain firearms
- Inspect and maintain patrol vehicle
- Maintain attendance records
- File complaint affidavits/ notice to appear
- Review Statutes, ordinances, directives
- Review *BOLOs, requests, agreements
- Maintain notes of warnings, arrests, contacts
- Maintain gas log
- Update, maintain, review manuals, files
- Prepare correspondence
- Collect latent fingerprints
- Photograph persons, evidence, crime scene
- Seize, impound vehicles or property
- Secure evidence
- Seize or confiscate illegal substances
- Secure found or acquired property
- Interview victims, witnesses, informants
- Interview suspects
- Complete field interrogation reports
- Investigate crimes against the state
- Investigate property crimes
- Initiate persons crimes investigation
- Initiate death investigation
- Search for evidence or suspect
- Conduct active patrol in assigned area
- Conduct frisk or pat down search
- Pursue vehicles
- Respond to rescue situations
- Conduct felony stop
- Respond to bomb threats
- Respond to civil unrest or riots
- Counsel persons involved in disputes
- Respond to alarm calls
- Conduct self-initiated arrest
- Control disorderly or irate persons
- Serve arrest warrant
- Transport inmate or arrestee
- Locate or retrieve body
- Examine abandoned vehicles
- Establish contacts/confidential informants
- Escort funeral
- Conduct dwelling, ground check
- Provide information to citizens
- Investigate, isolate hazardous materials
- Assist special needs, intoxicated persons
- Assist other agencies
- Warn citizens of dangers, hazards
- Provide security for special functions
- Conduct traffic stop, traffic controls
- Conduct DUI investigations
- Conduct parking enforcement
- Conduct traffic crash investigation

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Required Skills and Knowledge (Continued):

Knowledge of:

- Crowd control techniques
- Human anatomy
- Firearm safety procedures
- Public safety concerns
- Building/area search techniques
- Mobile field force system
- Defensive techniques
- Reference data
- Support units available
- Community services
- Referral sources
- Social and public assistance agencies
- Abnormal behavior
- Special function requirements
- Roadblock equipment
- Effects of intoxicants/drugs
- Field sobriety testing
- Crash investigation

Ability to:

- Draw diagrams
- Operate public address system
- Conduct pat down, search for weapons
- Follow commands
- Recognize basic signs and causes of death
- Disassemble and reassemble firearm
- Operate a motor vehicle
- Read and write English
- Use approved defensive weapons
- Perform minor vehicle maintenance
- Read gauges and odometers
- Operate calculator
- Evaluate
- Read a map
- Comprehend
- Operate camera
- Operate tape recorder
- Listen and understand
- Detect suspicious activity
- Identify makes and models of vehicles
- Handle stress
- Locate vehicle identification number
- Evaluate credibility and reliability
- Identify suspicious activity/circumstances
- Recognize danger or potential hazard
- Recognize informative placard or signs
- Monitor radio traffic

Skills:

- Computer
- Basic mathematical
- Keyboarding
- Interpersonal
- Organizational
- Basic investigation
- Interview
- Observation
- Tactical driving
- Tactical communication
- Basic crime scene processing
- Weapons proficiency
- Communication
- Basic English grammar

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Physical Requirements:

- Jump
- Climb
- Lift/drag/carry 150 lbs.
- Crawl
- Bend/squat
- Walk
- Run
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Sense of smell
- Manual dexterity
- Recognize colors
- Ambulate independently
- Agility
- Mobility
- Withstand chemical odor
- Strength to loosen lug nuts
- Full range of motion
- Steady hands
- Ability to distinguish colors
- Upper body strength
- Endurance
- Continence
- Endure climatic extremes
- Balance

For additional information on this position refer to the Job Task Analysis.

*BOLOs: Be-On-the-Look-Out

*CJSTC: Florida Criminal Justice Standards and Training Commission

*RICO: Racketeering Influenced and corrupt Organizations Act of 1970