

**Polk County Sheriff's Office Job Description**  
**2215 Inspector - Deputy Sheriff/Detention Deputy Sheriff**

January 1, 2007, Revised October 5, 2011

**Position Concept:**

The Inspector - Deputy Sheriff/Detention Deputy Sheriff is sworn or dual certified members who possess all the requisite knowledge, skills and physical abilities incumbent upon the position of an entry level Deputy Sheriff.

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 Inspector - Deputy Sheriff/Detention 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:**

- Assess Complaint Referrals
- Conduct Administrative Investigations
- Confer with Attorneys
- Conduct Staff Studies
- Maintain Records
- Testify at Criminal, Civil Service Hearings
- Review Use-of-Protective Action Reports
- Track Use-of-Protective Action Incidents
- Contact Citizens
- Provide Information to Media
- Contact Other Agencies
- Maintain Issued Equipment
- Maintain Firearms
- Inspect and Maintain Vehicle
- Maintain Attendance Records
- Review Statutes, Ordinances
- Update, Maintain and Review Manuals
- Prepare Correspondence

**Primary Functions:**

- A deputy sheriff in this position is required to meet the primary duties of the pursuit, apprehension and arrest of law violators or suspected law violators and maintain same apprehension of suspects, inmates/prisoners or trustees during transportation.

**Education, Professional Certification or License:**

- High School or GED
- Valid Florida driver's license
- State of Florida, Basic Recruit Certificate of Compliance

**Professional Experience:**

- Minimum two (2) years non-probationary status as a sworn or dual certified deputy sheriff
- Preferred one (1) year investigative experience
- Prefer interview/interrogations training

**Status:**

[ ] Civilian      [X] Sworn      [X] Certified

**Blood and Viral Pathogen Risk:**

[ ] Minimal Risk      [X] Foreseeable Risk

**Environmental Conditions:**

- Works primarily in an office environment with normal levels of stress

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**Required Skills and Knowledge:**

**Knowledge of:**

- Florida State Statutes
- PCSO policy and procedures
- Internal investigations
- Section policy and procedures
- Evidence
- Geographical area
- Appropriate documents and forms
- Filing system
- Criminal Justice system
- Resistance/control continuum
- Resources
- Tape recording equipment
- Firearms manufacture's standards
- Issue weapon nomenclature

**Ability to:**

- Maintain confidentiality
- Read and write English
- Operate investigative equipment
- Operate office equipment
- Communicate effectively
- Operate a motor vehicle
- Interpret criminal history
- Interpret written reports
- Comprehend instructions
- Perform minor vehicle maintenance
- Disassemble and reassemble firearm
- Read gauges and odometers
- Operate a calculator

**Skills:**

- Photographic
- Interpersonal
- Computer
- Basic English grammar
- Basic mathematical
- Organizational
- Interviewing
- Investigative
- Report writing
- Telephone
- Keyboarding
- Tracking

**Physical Requirements:**

- Bend/squat
- Crawl
- Climb
- Lift 40 lbs.
- Walk
- Speak English understandably
- See at normal range with accommodations
- Hear at normal level with accommodations
- Sit for long periods
- Stand for long periods
- Manual dexterity
- Ambulate independently
- Endure severe weather and rough terrain
- Withstand chemical odor
- Strength to loosen lug nuts

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