

DEPUTY SHERIFF

FUNCTION OF THE JOB

Under supervision, to enforce federal, state, and County laws and ordinances consistent with policies, procedures, rules, regulations and other communications of the Department. Patrols County roads and highways to ensure the peace and safety; maintains order and security in courtrooms and County facilities; serves civil process and warrants, and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Ensures the peace and safety of the public through enforcement of laws, ordinances and Departmental Policies.
2. Patrols roads and highways in Waukesha County.
3. Attends court as a bailiff and preserves peace and order in courtrooms; responds to safety and security situations within County facilities as requested.
4. Responds to complaints and conducts thorough investigations including, but not limited to, felony, misdemeanor, accident and ordinance violations.
5. Issues citations, properly collects evidence, completes appropriate paperwork and reports, and makes arrests where appropriate.
6. Delivers and serves civil process papers and warrants on individuals, including transporting individuals to court or jail as directed by the warrant.
7. Provides assistance during special events including traffic direction and crowd control; ensures public safety.
8. Renders first aid when necessary.
9. Transports persons in custody to and from institutions or court and takes appropriate security measures to ensure custody.
10. Responds to emergency situations and assists in providing security and search and rescue operations; makes appropriate notification to persons and agencies required to respond to given emergency situations.
11. Uses appropriate levels of force to capture, control and detain individuals.
12. Maintains a variety of records and prepares clear and concise reports.
13. Appears in court as a witness and testifies concerning law enforcement actions and investigations.
14. Establishes and maintains effective working relationships with supervisors, other employees, law enforcement agencies, court and other government officials, medical professionals and the general public.
15. Represents the Department and makes presentations to school and community groups on law enforcement activities including crime prevention, safety, security and Department services.
16. Ensures truthfulness at all times and provides credible testimony.
17. Maintains a level of fitness to pass the Department's annual Physical Ability Test (PAT) which simulates important physical abilities necessary to perform the duties of a Deputy Sheriff (applicable to individuals hired on or after January 1, 2008).
18. Performs other duties as necessary.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of modern law enforcement principles and practices.
2. Considerable knowledge of federal, state, and County laws and regulations.
3. Considerable knowledge of courtroom policies, procedures and processes.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

4. Considerable knowledge of statutory provisions relating to arrest, search and seizure, and methods employed in the detection and apprehension of criminals and traffic offenders.
5. Working knowledge of occupational hazards and safe work practices.
6. Working knowledge of the basic principles of first aid.
7. Ability to learn and effectively apply principles, techniques, methods and practices, and properly use law enforcement equipment.
8. Ability to read, understand and abide by department policies, procedures and orders.
9. Ability to effectively communicate, understand and follow written and oral instructions.
10. Ability to act quickly and calmly in emergency situations and handle difficult and complex situations within established legal and procedural guidelines.
11. Ability to learn and effectively apply emergency first aid practices and procedures.
12. Ability to make sound decisions and use good judgment.
13. Ability to maintain accurate and complete records and prepare clear and concise reports.
14. Ability to competently and credibly testify in court.
15. Ability to lawfully operate designated motor vehicles at all times that duties are performed.
16. Ability to establish and maintain effective working relationships with supervisors, other employees, law enforcement agencies, court and other government officials, medical professionals and the general public.
17. Ability to use computer and electronic equipment for Department paperwork, investigations, and reports.
18. Ability to geographically coordinate a location and travel to another location safely and in the most expeditious way possible.
19. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Sixty (60) credits of post high school education (associate degree level or higher) from an accredited university, college or technical school, preferably in criminal justice, police science, business or public administration, or the social sciences.
 - a. In accordance with the Wisconsin Law Enforcement Standards Board, a maximum of 60 credits may be waived by the Board for officers who qualify for a waiver. College credits will only be waived for individuals who have training and/or experience (such as military training) that has been evaluated and provided a college credit recommendation by a group such as the American Council on Education (ACE).
3. Valid driver's license.
4. Applicants must meet any special requirements as to age or physical condition as established by the Sheriff's Department.