

**Required/Preferred Skills, Knowledge and Abilities
Deputy Sheriff (Road Patrol)**

Brown County Sheriff's Office

Job Title: Deputy Sheriff (Road Patrol)

Office: Brown County Sheriff's Office

Job Classification: Deputy Sheriff

Approved By: Sheriff

Approval Date: 2/25/18

Required Skills, Knowledge and Abilities:

- Applicant must be a Citizen of the United States and be 21 years or age or older.
- Applicant must possess a valid operator's license.
- Must possess a high school diploma or G.E.D.
- Applicant must possess Ohio Peace Officer Training Academy (O.P.O.T.A) certification demonstrating completion of basic police academy.
- Applicant must possess physical capability to successfully use lethal and non-lethal tools.
- Applicant must be able to operate a patrol vehicle in various conditions.
- Applicant must possess the physical capability to take suspects into custody.
- Must not have been convicted of a felony, domestic violence, or perjury.

Preferred Skills, Knowledge and Abilities:

The applicant should possess basic computer skills and strong writing skills. Previous experience in patrol operations and academic training in patrol or law enforcement topics would be beneficial. Associate or a Bachelor's Degree in criminal justice or related field is beneficial.

Job Description - Deputy Sheriff (Road Patrol)

Brown County Sheriff's Office

A deputy sheriff assigned to road patrol will perform the following tasks and actions while in the performance of his/her tour of duty. The deputy sheriff will conduct preventive patrol to reduce criminal activity and take such actions to promote public order. He or she will investigate crimes against persons/property and serve warrants, subpoenas and other court orders. The deputy sheriff will provide custody, care and control of prisoners and observe/records field contacts. He or she will conduct traffic enforcement and record, report and process stolen property. The deputy sheriff will respond to active alarms and verify that sex offenders residing in the county are complying with court instructions. He or she will investigate missing persons and conduct juvenile investigations. The deputy sheriff will provide traffic control and conduct traffic accident investigations as needed. He or she will provide emergency assistance and assist in parking as required. The deputy sheriff will use non-lethal tools to affect lawful arrests and engage in pursuit vehicle operations in accordance with agency policy. The deputy sheriff will use lethal force when in circumstances that require such action and when such use is in accordance with agency policy.

Detailed information regarding this job description can be found in the deputy sheriff (road patrol) task analysis.

The Brown County Sheriff's Office is an equal opportunity employer.

It is the policy of the Brown County Sheriff's Office to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines.

Deputy Sheriff, Road Patrol

Brown County Sheriff's Office

Task Analysis

There are two main components of the task analysis: the tasks to be performed and their respective frequencies of performance. First, the tasks are listed on the left and represent independent work units that reflect something to be done by the individual holding this position. Each task should stand alone, and each contains many sub-unit tasks which are listed on the task analysis amplification.

Second, the frequency of performance for each task is listed to the right of the specific task. The frequency does not carry a specific time reference although there is an inherent assumption that the more frequently a task is performed, the more time that is devoted to that specific task. The frequency scale used herein ranges from (3) to (1) and is broken down as follows: a. Very Frequently (3) b. Frequently (2); c. Occasionally (1). The caption FREQUENCY - and a numerical designation are printed above the task analysis amplification where appropriate. Each caption is followed by a listing of task and the sub-units inherent in each task.

The criticality of each task listed is identified in the frequency that the task is performed or a designation of “ **critical task** ”. The more frequent a specific task is performed, the more critical it is for the performer to possess the skills, knowledge, and abilities to complete this task successfully. The individual assigned to this specific position must be able to perform those tasks that are identified as frequent tasks to be successful in this position. Certain tasks may be infrequent but must be performed successfully to avoid a major negative impact upon the individual and/or organization. These infrequent critical tasks are identified with the designation “ **critical task** ” in both the task list and the task analysis amplification.

This task analysis is mathematically accurate and should serve as the foundation for building a job description which is job related. The task analysis is flexible and should be updated as changes in various components of the task analysis occur.

Task Analysis

Deputy Sheriff, Road Patrol

TASK	FREQUENCY
Preventative Patrol/Security Inspections	3 - Very Frequently
Maintain Public Order	3 - Very Frequently
Crimes Against Persons/ Property	3 - Very Frequently
Warrants/ Subpoenas	3 -Very Frequently
Custody of Prisoners	3 - Very Frequently
Field Contacts	3 - Very Frequently
Traffic Patrol/Moving Violations	3 - Very Frequently
Lost/Stolen Property	2 - Frequently
Alarms	2 - Frequently
Sex Offender Checks	2- Frequently
Missing Person/Runaways	2 - Frequently
Juvenile Investigation	2 - Frequently
Traffic Control	1 - Occasionally
Traffic Investigation	1 - Occasionally
Emergency Assist/Rescue	1 - Occasionally
Parking Control/Enforcement	1 - Occasionally
Use Non-Lethal Weapons	1 - Occasionally (Critical Task)
Pursuit Driving	1 - Occasionally (Critical Task)
Use of Lethal Weapons	1 – Occasionally (Critical Task)

Task Analysis Amplification

Deputy Sheriff, Road Patrol

Frequency - 3

1. Preventative Patrol/Security Inspections to include: (a) detect and prevent criminal activity, (b) cultivates information sources, (c) assesses potential for criminal activity, (d) promote office/citizen cooperation, (e) cares for equipment, (f) perform business/ house checks, (g) render assistance to citizens while on patrol as necessary to support mission/value statements.

Frequency - 3

2. Maintain Public Order to include: (a) receive/respond to requests to act as a peace officer (b), evaluate the situation, (c) take appropriate action, (d) restore peace and order, (e) complete detailed reports, (e) exercise discretion.

Frequency - 3

3. Crimes Against Persons and Property to include: (a) preserves the crime scene, (b) collects information, (c) applies relevant investigation techniques, (d) perform necessary follow up to conclude case, (e) completes necessary reports, (f) follows proper arrest procedures, (g) performs accurate and timely case documentation for prosecution, (h) provides effective testimony.

Frequency - 3

4. Warrants/ Subpoenas to include: (a) verifies accuracy of warrant/court order, (b) follows service procedures, (c) complies with statutory requirements, (d) follows legal guidelines, (e) provides proper return of warrant service, (f) prepares reports.

Frequency - 3

5. Custody of Prisoners to include: (a) performs effective search and apprehension measures, (b) follows legal guidelines in relation to arrest procedures, (c) ensures that transport is conducted in accordance with policy,(d) completes proper reports, (e) identifies need for medical attention, (f) displays sound judgment in relation to use of force, (g) complies with booking and photograph procedures release procedures.

Task Analysis Amplification

Deputy Sheriff, Road Patrol

Frequency - 3

6. Field Contacts to include: (a) observes unusual activity, (b) develops information sources, (c) demonstrates proper field interview techniques, (d) records and reports pertinent information, (e) demonstrates discretion while making field contacts.

Frequency - 3

7. Traffic Patrol/ Moving Violations to include: (a) traffic law enforcement in high accident areas, (b) follow proper traffic stop procedure, (c) enforce appropriate traffic laws/ordinances, (d) demonstrate professional demeanor, (e) exercise due caution while performing traffic enforcement function, (f) documents warnings and citations for prosecution, (g) provides effective testimony.

Frequency - 2

8. Lost/Stolen Property to include: (a) records all pertinent information, (b) obtains detailed descriptions, (c) completes thorough report and inputs into computer systems, (d) complies with office procedures, (e) processes property, (e) notifies owners of recovered property and follows proper release techniques.

Frequency - 2

9. Alarms to include: (a) locates alarm location, (b) responds in a safe manner, (c) follows proper alarm procedure (e) provides traffic/crowd control, (f) provides alarm notification.

Frequency - 2

10. Sex Offender Checks to include: (a) receive/review list of current sex offender registrations in the county, (b) respond and personally verify listed address is the residence of the of the listed offender, (c) if offender is not residing at the listed address, notify proper authority, (d) complete reporting requirements (e) file charges as appropriate.

Task Analysis Amplification

Deputy Sheriff, Road Patrol

Frequency - 2

11. Missing Persons and Runaways to include: (a) collect relevant information, (b) apply proper interview techniques, (c) identifies motives and causes, (d) describes behavioral patterns, (e) completes reports, (f) disseminates information using law enforcement data systems.

Frequency - 2

12. Juvenile Investigation to include: (a) evaluates calls, (b) consults with parent or guardian, (c) prepares necessary reports, (d) gathers necessary information and evidence, (e) provides effective testimony in juvenile court.

Frequency - 1

13. Traffic Control to include: (a) demonstrates proper control measures, (b) identifies problem area, (c) engages in problem solving methods, (d) applies clear traffic direction signals, (e) contacts other public/private organizations to assist in traffic control

Frequency - 1

14. Traffic Investigation to include: (a) remain vigilant while responding to accident, (b) observes traffic leaving the scene, (c) renders emergency medical aid and requests medical personnel as necessary, (d) provides traffic control, (f) observes and documents scene, (g) requests photographic support as needed, (h) identifies and interviews witnesses and operators involved, (i) identifies causative factors, (j) prepares accurate reports, (k) issues citations when appropriate.

Frequency - 1

15. Emergency Assist and Rescue to include: (a) safely arrives at scene, (b) determines needs, (c) requests assistance from various agencies to protect life, (d) preserves the scene, (e) records details as appropriate, (f) provides traffic/crowd control.

Frequency - 1

16. Parking Control and Enforcement to include: (a) assist with removal of vehicles causing traffic problems, (b) detect parking violations and takes appropriate actions, (c) follows proper towing procedures, (d) identifies parking problems.

Task Analysis Amplification

Deputy Sheriff, Road Patrol

Frequency - 1 (Critical Task)

17. Use of Non-Lethal Weapons to include: (a) successfully complete all required office qualifications relating to non-lethal weapons, (b) display the necessary physical skills, stamina, and coordination required to complete non-lethal weapons training to standard, (c) demonstrate appropriate decision-making skills when using non-lethal weapons in the course of employment, (d) use non-lethal weapons in accordance with office policy and current legal standards, (e) request additional law enforcement and supervisory personnel upon use of non-lethal weapons to restore order and document weapon usage, (f) request response from emergency medical personnel as needed or in accordance with agency policy (g) complete all required documentation and notifications in accordance with agency non-lethal weapons policy.

Frequency - 1 (Critical Task)

18. Pursuit Vehicle Operation to include: (a) identification of vehicle(s) engaged in criminal acts, (b) exercising appropriate decision-making skills in conjunction with office policy regarding vehicle pursuits, (c) informing dispatch and command personnel of involvement in vehicle pursuit, (d) operate vehicle with due regard for others, (e) seek to terminate pursuit as rapidly as possible, (f) complete all required notification and reports upon termination of pursuit.

Frequency - 1 (Critical Task)

19. Use of Lethal Weapons to include: (a) assess situation to ensure that use of lethal force is in accordance with agency use of force policy, (b) demonstrate appropriate decision-making skills when using lethal weapons, (c) demonstrate the necessary physical skills, stamina and coordination required to complete use of lethal force, (d) use lethal weapons in accordance with office policy and current legal standards, (e) request additional law enforcement and supervisory personnel upon use of lethal weapons to restore document weapon usage, (f) request emergency medical personnel response (g) complete all required documentation and notifications in accordance with agency non-lethal weapons policy.