

**SIERRA COUNTY
JOB CLASSIFICATION**

CLASS TITLE: Deputy Sheriff II

CLASS CODE:

STATUS:

DEFINITION

Under general supervision, this class will perform responsible law enforcement and crime prevention work; will patrol an assigned area and enforce State of California and local laws and ordinances; will conduct criminal and coroner investigations; will arrest, book, guard and supervise prisoners and will perform related work in this field as required,

DISTINGUISHING CHARACTERISTICS

This is a lower to mid level position for this Sheriff/Coroner's staff classification.

REPORTS TO

Reports to any Deputy Sheriff III assigned as Officer in Charge (O.I.C.) and/or any Supervisor within the department.

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serves as a Sierra County Deputy Sheriff with all of the duties and aspects of that sworn position including, but not limited to, patrolling assigned areas using a patrol car and answering calls for the protection of life and property; conducting investigations; interviewing witnesses, victims and suspects; gathering evidence and taking statements regarding suspected criminal activities; making arrests; substantiating findings of fact in a court of law; serving felony and misdemeanor warrants and civil documents; conducting Deputy Coroner investigations; preparing detailed reports of all investigations and activities; investigating accidents; assisting and cooperating with other law enforcement agencies in investigations and arrests; maintaining departmental files and records; maintaining firearms and other equipment in good working condition; may act as a Dispatcher to answer telephone calls from the public, record information and dispatch calls to patrol units as necessary while maintaining records of radio transmissions; may act as a Corrections Officer to receive, book, search, fingerprint and photograph new

prisoners as well as perform jailer duties as assigned; may act as Courts Bailiff as assigned; and may act as an Emergency Medical Technician.

TYPICAL PHYSICAL REQUIREMENTS

Hearing

Corrected hearing to a normal range that is adequate to hear and understand conversations in both quiet and noisy environments with the ability to localize from which direction a sound is coming. This classification must possess the ability to discriminate among both speech and non-speech sounds, i.e., to hear and correctly understand individuals being interviewed, to hear and correctly understand radio transmissions while operating a motorized vehicle, to hear scuffling, the opening and closing of doors, or of firearms being loaded in order to determine safe entry or exit of a situation or building or to detect the approach of vehicles, people, animals, machinery and to anticipate potentially unsafe situations.

Vision

Corrected vision to a normal range that is adequate to meet California Department of Motor Vehicles criteria for required licensing. Accuracy in far vision is important such as to determine whether someone twenty feet away is armed or holding a non-weapon item. If an officer loses his/her glasses or lenses, the officer must have adequate uncorrected vision to find his/her partner, vehicle, weapon or radio to summon assistance. Accurate color vision is necessary to properly describe evidence, suspects and vehicles.

Dexterity and Coordination

Must possess the arm strength and range of motion, which is sufficient to write, use firearms and subdue and arrest suspects. Must possess the coordination and explosive strength to run at least 440 yards and be able to communicate and perform tasks at the end of that distance. Must possess the mobility to walk distances with coordination and balance in both light and dark environments on uneven, irregular surfaces and steep inclines. Must have the finger dexterity and hand/arm steadiness to adequately load and operate firearms accurately, handcuff suspects, drive a vehicle while operating the vehicle's radio and use a computer or typewriter keyboard. Must have the ability to move arms or legs rapidly such as to use weaponless defensive tactics, climb fences, subdue a combative person and write reports by use of a computer or typewriter.

Physical Strength

Must have the muscle strength to lift, push, pull and carry objects weighing in excess of 100 pounds. Must have the stamina and balance necessary to perform such tasks as walking long distances, running up stairs, scaling fences, climbing up and down inclines in uneven terrain and walking on icy surfaces. Must have the trunk strength and stamina as necessary for repeated activities of the mentioned type.

MENTAL REQUIREMENTS

The following mental abilities are required for this position: Alertness, concentration, judgment, patience, memory, problem solving, initiative and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods of inactivity is very important for situations such as driving or being seated as a passenger in a moving or stationary vehicle.

TYPICAL WORKING CONDITIONS

Work is performed in all possible environments found within Sierra County. Such environments include an office setting, out of doors in all possible weather conditions, in confined spaces, underground and in extreme cold and heat at all hours of the day and night. Work also includes the possible exposure to different environmental hazards, machinery and moving equipment.

EQUIPMENT USED

Handguns, shotguns, rifles, and ammunition for the use of those weapons. Batons and chemical deterrents as defensive weapons.

Mobile, stationary and hand-held radios for communication.

Computers, word processors and typewriters for completion of comprehensive reports.

Various vehicles used depending on specific assignments, i.e., patrol cars, snowmobiles, search and rescue vehicles and motorized boats.

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following related education, training and experience for minimum qualification:

| | |
|---|-----------------|
| General Education Diploma (G.E.D.) or High School Diploma | 2 points |
| Relevant work experience (1 point p/year up to 5 years maximum) | 5 points |
| Relevant Supervisory experience | 0 points |
| Knowledge and Special Skills | 4 points |
| Possession of Certificate of Completion of Academy | 5 points |
| Continuing education (Job Required Training) | <u>5 points</u> |

Minimum points needed for consideration of employment 21 points

In addition, the successful candidate should possess:

- a) The knowledge of the organization of county government and the basic functions of each department,
- b) The thorough understanding of the functions and responsibilities of the county Sheriff/Coroner,
- c) The thorough understanding of the criminal justice system within the State of California and the United States of America,
- d) The correct usage, spelling, grammar and punctuation of the English language, and,
- e) The thorough knowledge of contemporary law enforcement procedures, tactics and equipment.

TRAINING AND EXPERIENCE

Education: High School graduate or G.E.D. equivalent as required by California state law.

Experience: One year of general work experience involving public contact. Training as an Emergency Medical Technician is desirable but is not a requirement. Successful completion of a Field Training Program not to exceed 60 days in length.

SPECIAL REQUIREMENTS

Certifications: Possession of a valid California driver's license issued by the California Department of Motor Vehicles at the time of employment and maintained throughout employment.

Possession of a Peace Officer Standards and Training (P.O.S.T.) certified basic law enforcement academy Certificate of Completion.

Abilities: Understand, interpret and apply policies, rules, ordinances and laws pertaining to law enforcement. Follow both oral and written directions. Observe, remember and record events accurately. Secure information from victims, witnesses and suspects. Make independent decisions while working in the field. Analyze situations accurately and adopt effective courses of action under emergency conditions. Write clear and comprehensive reports. Use and care for firearms. Exercise care of and maintain departmental vehicles and equipment. Meet the standards of adequate physical stature, endurance and agility. Establish and maintain cooperative working relationships with fellow employees and the general public.

Physical requirements are in addition, but not limited to, the attached essential functions (ADA) exhibit.

ESSENTIAL FUNCTIONS (ADA)

I. PHYSICAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box that indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (once or twice, or never performed)

B=Seldom (on a quarterly to yearly basis)

C=Occasionally (on a monthly/bi-monthly basis)

D=Frequently (on a weekly basis)

E=Daily (from 0-1 hours per day)

F=Daily (from 1-4 hours per day)

G=Daily (from 4-8 hours per day)

| ACTIVITY | | | FREQUENCY | | | | | | |
|-----------|------------------|---|-----------|---|---|---|---|---|---|
| | | | A | B | C | D | E | F | G |
| 1.0 0 | CLIMBING | Ascending or descending ladders, stairs, scaffolding, ramps, poles using feet, legs and/or hands and arms. | | | | | × | | |
| 2.0 0 | STOOPING | Bending body downward and forward by bending spine at the waist. | | | | | × | | |
| 3.0 0 | KNEELING | Bending legs at the knee to come to rest on a knee or knees. | | | | | × | | |
| 4.0 0 | CROUCH | Bending the body downward and forward by bending the leg and the spine. | | | | | × | | |
| 5.0 0 | CRAWLING | Moving about on hands and knees or hands and feet. | | | | × | | | |
| 6.0 0 | REACHING | Extending hand(s) and arm(s) in any direction. | | | | | × | | |
| 7.0 0 | STANDING | Standing for long periods of time. | | | | | | × | |
| 8.0 0 | WALKING | Moving about on foot. | | | | | | × | |
| 9.0 0 | SITTING | Sits for extended periods of time. | | | | | | × | |
| 10. 00 | PUSHING | Using upper extremities to press against something with steady force to thrust forward, downward or outward. | | | | | × | | |
| 11. 00 | PULLING | Using upper extremities to exert force in order to draw, drag, haul or tug objects in sustained motion. | | | | | × | | |
| 12. 00 | FINGER DEXTERITY | Picking, pinching, typing or otherwise primarily working with fingers rather than the whole hand/arm. | | | | | | × | |
| 13. 00 | GRASPING | Applying pressure to an object with the fingers and palm. | | | | | | × | |
| 14. 00 | FEELING | Perceiving attributes of objects such as size, texture, shape or temperature by touching with skin. | | | | | | | × |
| 15. 00 | TALKING | Expressing or exchanging ideas by means of the spoken word. | | | | | | | × |
| 16. 00 | HEARING | Receive detailed information through oral communication. | | | | | | | × |
| 17. 00 | BALANCING | Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces exceeding that needed for ordinary locomotion and maintenance of body equilibrium. | | | | | × | | |

II. VISUAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box that indicates how often you perform the activity.

Frequency: This factory includes the frequency to which the task appears while performing the overall job.

A=Rarely (once or twice, or never performed)
B=Seldom (on a quarterly to yearly basis)
C=Occasionally (on a monthly/bi-monthly basis)
D=Frequently (on a weekly basis)

E=Daily (from 0-1 hours per day)
F=Daily (from 1-4 hours per day)
G=Daily (from 4-8 hours per day)

| ACTIVITY | | FREQUENCY | | | | | | |
|----------|---|-----------|---|---|---|---|---|---|
| | | A | B | C | D | E | F | G |
| 1.0 0 | Work performed requires the ability to see distances under 12 inches. | | | | | X | | |
| 2.0 0 | Work performed requires the ability to see at an arm's length. | | | | | | | X |
| 3.0 0 | Work performed requires the ability to see distances over 20 feet. | | | | | | | X |
| 4.0 0 | Work performed requires the use of both eyes (field of vision) | | | | | | | X |
| 5.0 0 | Work performed requires the ability to distinguish basic colors. | | | | | | | X |
| 6.0 0 | Work performed requires the ability to distinguish shades of color. | | | | | | | X |
| 7.0 0 | Work performed requires depth perception. | | | | | | | X |

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

| ACTIVITY | | FREQUENCY | | | | | | |
|----------|--|-----------|---|---|---|---|---|---|
| | | A | B | C | D | E | F | G |
| 1.0 0 | Operates truck, tractor, motor vehicles, forklift or other moving equipment. | | | | | | | X |
| 2.0 0 | Repetitive use of foot control. (right only) | | | | | | | X |
| | (left only) | X | | | | | | |
| | (both) | | | | | | | X |
| 3.0 0 | Repetitive use of hands. (right only) | | | | | | | X |
| | (left only) | X | | | | | | |
| | (both) | | | | | | | X |

III WORKING CONDITIONS:

Directions: Please review the definitions and check the appropriate box that indicates how often you work under the conditions.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (once or twice, or never performed)

E=Daily (from 0-1 hours per day)

B=Seldom (on a quarterly to yearly basis)

F=Daily (from 1-4 hours per day)

C=Occasionally (on a monthly/bi-monthly basis)

G=Daily (from 4-8 hours per day)

D=Frequently (on a weekly basis)

| ACTIVITY | | FREQUENCY | | | | | | |
|-----------|---|-----------|---|---|---|---|---|---|
| | | A | B | C | D | E | F | G |
| 1.0 0 | Works outside in various types of weather. | | | | | | | X |
| 2.0 0 | Works inside. | | | | | | | X |
| 3.0 0 | Works in extreme cold, below 32 degrees F, for more than 1 hour. | | | | X | | | |
| 4.0 0 | Works in extreme heat, above 100 degrees F, for more than 1 hour. | | | | X | | | |
| 5.0 0 | Worker is subject to vibration (oscillating movements of the extremities or whole body). | | | X | | | | |
| 6.0 0 | Works in excessive humidity. | | | X | | | | |
| 7.0 0 | Works in dry atmosphere. | | | X | | | | |
| 8.0 0 | Works in environment with constant noise (to cause worker to shout to be heard). | | | X | | | | |
| 9.0 0 | Exposed to dust. | | | X | | | | |
| 10. 00 | Exposed to silica | | | X | | | | |
| 11. 00 | Exposed to fumes, smoke or gases (anesthetic gases, ethylene oxide, etc). | | | X | | | | |
| 12. 00 | Exposed to grease and oils (air and/or skin exposure). | | | X | | | | |
| 13. 00 | Exposed to electrical energy. | | | X | | | | |
| 14. 00 | Exposed to pesticides. | | | X | | | | |
| 15. 00 | Exposed to solvents or other chemicals. (Specify types of chemicals—air and/or skin exposure) | | | X | | | | |
| 16. 00 | Works on slippery or uneven surfaces. | | | X | | | | |
| 17. 00 | Works around machinery with moving parts or stationary equipment. | | | X | | | | |
| 18. 00 | Works around moving objects or vehicles. | | | | | X | | |
| 19. 00 | Works on ladders or scaffolding. | | | X | | | | |
| 20. 00 | Works below ground. | | | X | | | | |
| 21. 00 | Works with hands in water. | | | X | | | | |
| 22. 00 | Works in confined spaces. | | | X | | | | |

IV. PHYSICAL EXERTION:

Directions: If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

| ACTIVITY | | | | | | | | HOURS P/DAY |
|----------|-----------------|-------------|-----------|--------------|--------------|--------------|--------------|----------------|
| | | Up to 10 lb | 11-25 lbs | 26-50 lbs | 51-75 lbs | 76-100 lbs | 100+ lbs | |
| 1.0 0 | LIFTING | Daily | Daily | Occasionally | Occasionally | Occasionally | Occasionally | N/A |
| 2.0 0 | CARRYING | Daily | Daily | Occasionally | Occasionally | Seldom | Rarely | N/A |
| 3.0 0 | PUSHING | Daily | Daily | Occasionally | Occasionally | Seldom | Rarely | N/A |
| 4.0 0 | PULLING | Daily | Daily | Occasionally | Occasionally | Seldom | Rarely | N/A |
| 5.0 0 | REACHING | N/A | N/A | N/A | N/A | N/A | N/A | Daily |
| 6.0 0 | OTHER (Specify) | | | | | | | |