



## **COUNTY OF GILLESPIE JOB DESCRIPTION**

### **Patrol Deputy For The Sheriff's Office**

#### **PAY GRADE:**

#### **PAY RANGE:**

#### **DESCRIPTION OF POSITION:**

Performs public safety work as a first responder. Work involves the enforcement of criminal and general laws of the State of Texas and the enforcement of rules and regulations of the appointing agency regarding traffic, safety, and security of persons and property.

#### **ESSENTIAL DUTIES / FUNCTIONS:**

Essential duties/functions, under the supervision of the Chief Deputy, may include but are not limited to the following:

- Patrols and detect violations of state laws and local regulations, makes violator contacts, and places violators in custody or issues citations or warnings.
- Patrols in municipal or rural areas with appropriate action to reduce crime, traffic violations, and crashes.
- Conducts personnel, traffic, and criminal investigations; prepares complaints and cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of cases.
- Serves search and criminal arrest warrants.
- Arrests, processes, and transports offenders.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic.
- Removes debris from roadways; assists stranded motorists; and arranges transportation, repair, or towing services.
- Uses effective methods and resources to apprehend criminals, rescue victims, seize illegal contraband, detect and prevent terrorist attacks, and disrupt criminal organizations.
- Administers first aid in emergency situations, and contacts friends or relatives of deceased or injured individuals as needed.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Plans and participates in safety programs.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- Maintains proficiency in use-of-force tactics and uses appropriate force to avoid injury to the officer or suspect.
- Required to work irregular hours and long shifts as necessary.
- May interact with individuals with mental and emotional illnesses.
- May be exposed to traumatic situations and graphic material.

#### **SKILLS and ABILITIES**

Knowledge of law enforcement methods, traffic and criminal laws and regulations, agency policies and procedures, safety rules and regulations, evidence collection and handling, and court systems and procedures.

- Ability to safely use and care for weapons, firearms, and equipment.
- Ability to safely operate law enforcement vehicles.
- Ability to use appropriate physical and defensive tactics.
- Ability to administer first aid.
- Ability to communicate effectively and to provide guidance to others.
- Ability to make appropriate decisions under stress.
- Ability to deal with situations of extreme stress and danger.
- Ability to decide the appropriate use of force and use of deadly force. Ability to carry out duties with integrity and honesty.
- Ability to push/ pull/ lift 50 pounds.

**MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Attended and graduated from a licensed law enforcement academy and possess or ability to possess a TCOLE Peace Officer Certification.
- Must be at least 21 years of age.
- Must consent to and pass a criminal background and fingerprint check, interview, polygraph, psychological, medical screen, drug screen, and an online assessment for law enforcement
- Able to use Microsoft 365 effectively. Able to use computer programs specific to Law Enforcement such as Odessey, New World, Watchguard and others..
- SECURITY REQUIREMENT - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance and be certified. For more information on CJIS requirements, visit the Texas DPS CJIS system Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements and schedules of this position.

Signature\_\_\_\_\_

Date\_\_\_\_\_