



**PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION**

POSITION NUMBER: 100

Retirement Class Code: HB (Special Risk)

Class Title: Law Enforcement Deputy

Type of Position CERTIFIED LAW ENFORCEMENT

Pay Grade:C01

Board Of County Commissioners - Authorized

1. Workweek: Full-Time (85 hours bi-weekly)

2. FLSA: Non-Exempt from overtime

3. EEO Category: 04 (POLICE SERVICE SWORN OFFICER)

4. Department: Uniformed Operations

5. Section/Org Code: Compensation; Org. Code 7720

6. Location: County Wide

7. Job Summary: A highly visible certified law enforcement position in which the incumbent is responsible for patrolling an assigned area for the prevention of crime, protecting lives and property, apprehending and assisting in the prosecution of offenders, preserving the public peace, and enforcing various regulatory measures.

8. Working conditions: Work in a standard Law Enforcement environment. Position may occasionally travel to other locations within and outside County areas. Position may come in contact with hazardous, dangerous, deadly devices or substances. Position may experience possible exposure to stress, physical assaults, verbal assaults, and/or extreme elements.

Position may come in contact with or exposed to body fluids or animal fluids. Exposed to wildlife/animal encounters at any time.

9. Position reports to: Sergeant Patrol

10. Position directly supervises: None

11. Education and Experience: High School Equivalent (Diploma/General Equivalency Diploma) preferred AA/BA Degree from an accredited college, CJSTC Law Enforcement Certification. Two/four years Law Enforcement experience preferred. Bilingual helpful for this position. This position must have a Valid Florida Driver License at all times.

12. Illustrative duties and responsibilities:

50% DUTY AREA – PATROL: Illustrative Tasks: Abandoned vehicle, Accidental injury, Accidental overdose, Administration of first aid, Aircraft incidents, Alarm(s), Animal bite, Animal complaints, Armed individual(s), Arrest suspect(s), Arrest/notice to appear, Assist other agencies, Attempt to contact, Backup other units, Baker Act, Barking dog, Boating accident, BOLO information, Bomb threat, Building search, Business check, Check status of convenience Store clerk, Check teletype, Child custody dispute, Citizen assist, Follow up investigation, Found child, Handling evidence, Hitch hiker/pedestrian stop, Hostage situation, Identify hazardous materials, Impound property, Impound vehicles, Initiate evacuation, Initiate vehicle forfeiture, Interpret laws, Interview or interrogate, Investigate/evaluate injured person, Investigation Loose livestock, Lost/found property, Major crime scene security, Missing/runaway person, Myers Act , Neighbor/property dispute, Noise complaint, Notify family of death, Notify victim/witness, Open door, Operate motor vehicle, Patrol area, Clothing assist, Compile miscellaneous information, Complete probable cause affidavit, Conduct booking procedures, Counsel subjects, Counsel/evaluate emotionally/mentally challenged individuals, Crowd control, Death investigation, Disabled vehicle, Snake call, Solicitors, Suicide, Suspicious person(s), Suspicious vehicle(s), Train crash, Transport prisoner(s), Transport subject(s)/adult/juvenile, Field interview reports,

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REVISED 11/23/15

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE.



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Fight call, Fire, Perform special details, Presumptive drug testing, Process crime scene, Prowler, Pursue on foot, Report writing, Search of person(s), Search of vehicles(s), Serve arrest warrant, Serve domestic violence injunction, Serve subpoenas, Disturbance, Downed wires, Drowning, Drunk pedestrian, Emergency response to calls, Enter teletype information, Escaped prisoner, Explosion, Felony stops, Unverified 9-1-1, Use radio, Vehicle pursuit, Welfare check.

30 % DUTY AREA - CRIMINAL INVESTIGATION: Illustrative Tasks: Affray/riot Assault Battery Burglary Child abuse Counterfeiting County ordinance Violation Cruelty to animals Domestic violence Drug violation Elderly abuse Exploitation of elderly Extortion False imprisonment Forgery Fraud Gambling Game law violations Homicide Illegal dumping Involuntary sexual battery Kidnapping Lewd/lascivious act(s) Littering Obscene/threatening phone call(s) Prostitution Recovery of stolen vehicle Robbery Shooting Shoplifting Stabbing suspicious fire/ arson Theft of vehicle Trespass Violation of beverage law worthless checks Civil assist Landlord/tenant dispute Serve Ex Parte' Prepare for court Review court requirements Testify at SAO/deposition, Prepare for court Review court requirements Testify at SAO/deposition TRAFFIC Illustrative Tasks: Drunk driver Highway obstruction Private property damage/Vehicle accident reckless operation of vehicle/ vessel Verbal written warning or traffic citation Highway obstruction Illegal parking Process traffic accident/control scene Traffic stop(s) Use radar equipment.

10% DUTY AREA – TRAINING: Illustrative Tasks: Attend and/or participate in training conducted quarterly, in intelligence briefings, and whenever deemed necessary.

5% DUTY AREA - COMMUNITY RELATIONS: Illustrative Tasks: Conduct area watches, Perform special patrols, attend community meetings and events.

5% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks: Complete administrative forms and maintain equipment and vehicle.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

Florida Statutes/County Codes
Geographic Locations GPS
Bureau Directives
General Orders
Temporary General Orders/Bureau Directives
Weapons & Gun Safety
Officer Safety Skills
Radio Procedures
Application & Use of Force

SKILLED IN:

Planning, organizing & bringing assignments to completion
Investigation, Interviews and Interrogation
Listening, comprehending, and responding to radio traffic
Computer software & hardware systems
Relating well to the public

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ABILITY TO:

Make sound decisions and use independent judgments, technical, and professional decisions on a daily basis
Clearly speak, understand, read, and legibly write English
Possess short / long term memory
Detect and Discern Odors
Vision correctable to 20/20
Operate vehicles
Make visual observations
Communicate effectively

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

Ability to use force, willingness to use necessary force (including deadly force), ability to hear conversation at a normal level (assisted/unassisted), vision correctable to 20/20, must be capable of the following abilities: exiting vehicle/opening trunk, 220 yard run, obstacle course, 150 lb dummy pull, obstacle course (repeat), 220 yard round (repeat), weapon dry fire, and closing trunk/enter vehicle.

THE FOLLOWING ARE CONDITIONS/HAZARDS /CIRCUMSTANCES/ SITUATIONS THAT MAY BE ENCOUNTERED IN THE COURSE OF PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB DESCRIBED. THIS LIST IS INCLUSIVE BUT NOT LIMITED TO: EXPOSURE TO THE ELEMENTS, STRESS PHYSICAL ASSAULTS, VERBAL ASSAULTS, EXPOSURE TO INFECTIOUS DISEASES, BLOOD AND VIRAL PATHOGENS

14. Equipment or machines routinely used in this position: Equipment or machines routinely used in this position: Agency vehicle, agency weapon, cell phone, telephone, agency computer, agency software programs; calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receive: Employee works under moderate guidance and supervision from the Patrol Sergeant or Lieutenant.

16. Review procedures: During this position the first six months with the FTO members work is reviewed daily. The Patrol Sergeant / Lieutenant will issue a formal written performance appraisal through the chain of command beginning at the members sixth month of employment as discussed in the G.O. , then again on the ninth month and the last evaluation will be no more than 30 days from the one year probationary period and signed off by the Sheriff or Colonel.

17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations. The list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

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