



CLASS SPECIFICATION

Class Code: 2212
Date Est: 07/1973
Last Rev: 06/2013
Last Title Chg: 07/1987
FLSA: Non-exempt
Probation: 12 Months

DEPUTY SHERIFF

DEFINITION

Under general supervision, performs a full range of police duties in the areas of patrol operations, criminal investigation, civil process, search and rescue, courtroom security and detention; and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Must possess a current and valid Nevada Commission on Peace Officer's Standards and Training (P.O.S.T.) Basic Category I Certificate at time of appointment or provide verification of current enrollment in a Nevada P.O.S.T. Basic Category I Academy at time of application.

Out of state applicants must meet P.O.S.T. requirements per Nevada Administrative Code (NAC) 289.200.

Out of state applicants must pass the P.O.S.T. Academy challenge exam with a 70% or higher score within one (1) year.

Must meet P.O.S.T. requirements per Nevada Administrative Code (NAC) 289 in its entirety:

Graduation from high school or possession of a General Education Development (G.E.D.) Certificate.

Must be 21 years of age at the time of application.

Must be a United States Citizen at time of application.

A person may not be appointed to perform the duties of a peace officer if he or she has:

Been convicted of a felony in this State or of any offense which would be a felony if committed in this State Law.

Been convicted of an offense involving moral turpitude or the unlawful use, sale or possession of a controlled substance; or

A documented history of physical violence.

LICENSE OR CERTIFICATE

A valid Nevada Class C driver's license is required at the time of appointment and for continued employment in this classification.

Required to maintain Basic P.O.S.T. Certificate as Category I Peace Officer per NRS/NAC 289.

Required to complete P.O.S.T. continuing education requirements in accordance with NRS/NAC 289.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Observe activities in an assigned area, beat (random patrol or directed) or housing unit to maintain order, detect crime and/or traffic violations, enforce laws and take enforcement action as appropriate.

Respond to calls for service received from a dispatcher, supervisor, citizen or other source; evaluate the situation from the standpoint of public, inmate and officer safety and implement action appropriate to the circumstances, including enforcement action (arrest or issue of citation), mediation between parties, emergency medical aid and referral to other agencies.

Investigate observed or reported crimes, traffic accidents and offenses and/or other incidents to establish the nature of any crime committed and other relevant factors.

Write reports documenting information gathered and actions taken as a result of incidents such as calls for service, investigations, field interviews, citations, arrests, service of civil process, use of force and inmate disturbances.

Regulate crowds at public gatherings, special events and within a housing unit, including maintaining order and quelling riots and other disturbances in order to promote public and inmate safety.

Serve and execute civil and criminal process, including search warrants, warrants for arrest and a variety of civil papers such as writs, evictions, and subpoenas.

Testify at judicial proceedings and administrative hearings to present evidence and information relevant to the proceedings.

Maintain security, search, and supervise the conduct and transport of arrestees and inmates within or outside the detention facility.

Perform daily inspections of assigned work area and/or vehicle to ensure maintenance of equipment, cleanliness, and security.

Fingerprint and photograph inmates and subjects to obtain evidence and/or records.

Assign inmates to housing area, including conducting interviews and reviewing backgrounds, and provide orientation to new inmates regarding rules, regulations, and responsibilities.

Operate and monitor electronic equipment allowing for movement of staff and inmates within the detention facility.

Coordinate court appearances for inmates on videotape or transport inmates in person; coordinate dates of appearance and communicate with judges and court staff; maintain security of inmates during court appearances.

Review and respond to inmate requests and grievances, including conducting inmate disciplinary hearings to determine if sanctions are warranted.

Certain assignments may require specialized training which may include but not limited to background investigations, community relations, crime scene investigation, research and development, search and rescue, and training.

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Policies, procedures, rules, and regulations of the Washoe County Sheriff's Office and of the bureau and/or division of assignment.

Federal, state, and local laws, ordinances, policies, and procedures pertaining to the duties of a Deputy Sheriff of the Washoe County Sheriff's Office.

Skill In:

High performance driving techniques.

Use of defensive tactics, handcuffs, firearms, other weapons, and physical restraints authorized for use by the Sheriff's Office.

Ability to:

Recognize obvious symptoms of emotional and physical disorders and make appropriate referrals.

Operate equipment and instruments distinctive to the bureau and/or division of assignment.

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.)*

Ability to:

Accurately observe and recall information.

Quickly assess situations and make logical decisions.

Exercise emotional control.

Understand and execute oral and written instructions.

Read and comprehend laws, regulations, policies, and procedures.

Read and follow street maps.

Learn basic computer operations.

Perform basic mathematical computations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other agencies, the public, inmates, and others contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Applicants will be required to:

Pass the Nevada P.O.S.T. physical fitness standards per Nevada Administrative Code (NAC) 289.300.

Pass a detailed background investigation.

Pass a Computer Voice Stress Analysis.

Pass a County approved medical examination, including drug screen, and psychological examination.

Must successfully complete Field Training Officer Program.

Must submit to a complete physical examination annually pursuant to NRS/NAC 617.

May be asked to provide a DNA sample for elimination purpose when working a crime scene.

Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity, and distinguish between colors. Ability to tolerate exposure to cold, heat, noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, dust, dirt, grease, infectious disease and other environmental conditions in the performance of duties assigned.

Must be willing to use protective devices (e.g., bullet-resistant vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities.

Must be willing to purchase an approved duty weapon. County will reimburse up to \$325.00 toward the purchase of approved duty weapon. Any amount that exceeds \$325.00 will be paid by the employee.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.