



CLASS SPECIFICATION

Modoc County

CLASS CODE:	7022-004
CLASS TITLE:	Deputy Sheriff I
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP A-I:	227 (Step-A: \$3,577 - Step-I: \$5,285)

JOB SUMMARY:

Performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention, and the provision of information and assistance to the public; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS AND DUTIES:

Deputy Sheriff I is an entry-level into sworn law enforcement work. Incumbents learn and perform patrol, investigation, crime prevention, and the remainder of peace officer work. After completion of a Peace Officer Standards and Training (P.O.S.T.) Academy and field training, Deputy Sheriff's patrol alone in a rural location and may encounter difficult situations requiring the application of considerable tact and judgment. This class is alternatively staffed with Deputy Sheriff II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meets the qualifications of the higher-level class.

Deputy Sheriff II is the experienced level in this series, fully competent to independently perform a wide range of peace officer duties. The Deputy Sheriff II is expected to perform all of the same job duties as a Deputy I class. Members in this classification must have successfully met all the requirements for a Deputy I and have at least two (2) years of experience as, or equivalent to a Deputy I. This class is distinguished from the Sheriff's Patrol Sergeant class in that the latter is a full supervisory class with responsibility for a major functional area of the department in addition to performing law enforcement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Patrols assigned areas to ensure the security of life and property, observe situations and deter crime.
- Enforces state and local laws.
- Issues verbal warnings and citations.
- Pursues and apprehends suspects and makes arrests for violations.
- Prepare the necessary paperwork for court appearances in a timely manner as to not delay the judicial process.

- Maintains crime scene security, takes photographs; collects and maintains the chain of evidence; interviews witnesses and suspects; prepares appropriate reports and documentation in a timely manner as to not delay the judicial process.
- Works with legal counsel in the preparation of court cases and testifies in court as required.
- Performs coroner duties; responds to and investigates all deaths and pronounces deaths; notifies the next of kin.
- Responds to traffic accidents, injuries, and other medical emergencies; provide CPR and first aid until the arrival of emergency medical personnel.
- Performs animal control duties.
- Maintains order at public gatherings and in conflict situations.
- Assists in traffic and crowd control in fire and other emergency situations.
- Performs search and rescue duties.
- Performs civil duties to include serving papers, evictions, and collecting fees.
- Serves civil papers to County residents; research and located the person to be served.
- Serves on a variety of task forces and committees in conjunction with sworn staff of other law enforcement agencies.
- Coordinates with and serves as backup for other law enforcement agencies.
- Performs the full range of duties of a Correctional Officer, including dispatch responsibilities, on a relief or as-assigned basis.
- Maintains vehicle, equipment, and office area in a clean, orderly, and properly working condition; provides for repair or major maintenance as required.
- Provides information, directions, and other services and assistance to the public.
- Issues various permits and registers specific offenders.
- Uses radio/telephone dispatch equipment, various computers, and standard office equipment.
- Drives a motor vehicle to patrol area, answers emergency calls, and transports as necessary for the county.
- Perform all other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

- English usage and grammar.
- Modern office procedures and practices.
- Operation and functions of the Sheriff's Department and other public safety agencies.
- Applicable rules, regulations, and procedures of the Sheriff/ Coroner's Office.

Ability to:

Deputy Sheriff I

- Responding calmly, quickly, and decisively in emergency or stressful situations.
- Reading, interpreting, and applying complex laws, regulations, and procedures.
- Observing and accurately recalling places, names, descriptive characteristics, and facts of incidents.
- Maintaining accurate records, logs, and files.
- Using initiative and independent judgment within established procedural guidelines.
Making accurate arithmetic calculations.
- Understanding and carrying out oral and written directions.
- Maintaining office and equipment in a clean, orderly, and functioning condition.
- Typing with sufficient speed and accuracy to complete forms, prepare reports and enter data into a computer system.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, occasionally where relations may be confrontational or strained.

Deputy Sheriff II - In addition to the above:

- Act independently and use sound judgment in potentially life-threatening situations.
- Organizing own work, setting priorities, and meeting critical deadlines.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees and departments.
- Adhere to the Modoc County Code of Safe Practices.

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

Must be at least 18 years of age at the time of application.

Must be a United States citizen.

Must be in good mental and physical health as determined by a physical or psychological examination.

Must be able to pass the Modoc County Sheriff's Physical Agility Test (PAT).

Must be physically capable of overcoming the resistance of inmates when necessary.

Must be of good moral character as determined by a background investigation.

No felony convictions.

Possession or ability to obtain a California Driver's License.

Deputy Sheriff I

- Basic law enforcement principles and terminology
- Safety principles, practices, and equipment related to the work
- Standard office practices and procedures
- First-aid practices and procedures
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic status, occasionally in hostile or confrontational situations.
- Basic computer applications related to the work.
- Must be willing to work off-hours, weekend, and holiday shifts. Must be willing to be called out in emergency situations.
- Equivalent to graduation from high school and successful completion of the California Post Academy and Field Training Officer Program (FTO).
- Successful completion of a one-year probationary period and one year of experience in a law enforcement support or correctional setting.
- College-level coursework in law enforcement and similar curriculum is desirable.
- Obtain a basic P.O.S.T. certificate within the probationary period; possession of this certification upon hire is desirable.
- Obtain and maintain firearm certification.
- Obtain and maintain first aid certification.

Deputy Sheriff II -

In addition to the above:

- Must have two (2) years of experience as a Deputy I or the equivalent of a Deputy I.
- Principles and practices related to sworn law enforcement activities, including patrol, crime prevention, and investigation, evidence collection and preservation, and case preparation.
- Laws, codes, and regulations related to the work. Computer operations related to the work.
- Possession of P.O.S.T. Basic Certificate and successful completion of full or modified Field Training Officer Program.
- This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Hearing:** Adequate to hear and understand conversation in both quiet and noisy environments with the ability to localize from which direction a sound is coming. An employee must possess the ability to discriminate among both speech and non-speech sounds, such as; to hear and correctly understand individuals being interviewed, to hear scuffling, opening and closing doors, and the approach of individuals; and hearing adequate to anticipate unsafe or threatening situations.
- **Vision:** Must be adequate to meet DMV criteria for required licensing. Accuracy in far vision is necessary such as to determine whether someone twenty feet away is holding a gun or a non-weapon item. If an officer who wears corrective lenses loses the glasses or lenses, the employee must have adequate uncorrected vision to take appropriate action and be able to identify individuals.
- **Coordination & Dexterity:** Arm strength and range of motion, which is sufficient to write or subdue and handcuff wards. Coordination and explosive strength to sprint in emergency situations and be able to communicate and perform tasks at the end of the situation. Finger dexterity and arm-hand steadiness adequate to search wards and premises. Must have the ability to move arms or legs rapidly such as to use weaponless defense.
- **Physical Strength:** Must have the strength to lift, push, pull, and carry heavy objects, such as to move injured persons or assist an uncooperative adult. Trunk strength and stamina for repeated activities are necessary.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All County of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

*Position reclassified and approved by the Board of Supervisors on January 14, 2020
Effective: January 1, 2020*

*Range and step updated per approval of Memorandum of Understanding (MOU) and Salary Table on March 13, 2023, to incorporate a 12% Cost of Living Adjustment (COLA)
Effective: April 1, 2023*

Final verified classification approved by:

DocuSigned by:

EE2A3A9095DAEE
Human Resources and Risk Manager Director

Approved as to form:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Clerk of the Board