

**Job Description: UNCERTIFIED PATROL DEPUTY through Training Reimbursement Program**

<b>Class No.</b>		<b>Department:</b>	Sheriff's Office
<b>Position No.</b>	560-2710	<b>EEOC Category:</b>	Protective Services
<b>Pay Group:</b>		<b>FLSA:</b>	Non-exempt

**SUMMARY OF POSITION**

This position patrols roads in the county, generally by vehicle, to prevent crime and enforce laws and regulations; responds to emergency calls and routine complaints and takes appropriate action; and prepares and maintains records.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Sergeant of Patrol or the Corporal of Patrol in the Sergeants' absence. This is a non-supervisory position that has frequent contact with federal, state, and local law enforcement agencies, other local officials, community groups and organizations, the media, and the general public.

**EXAMPLES OF WORK**

**Essential Duties\***

Patrols an assigned area, generally by vehicle, to prevent crimes and enforce laws and regulations;

Responds to emergency calls and routine complaints and takes action as necessary;

Issues traffic citations and directs traffic;

Investigates traffic accidents and crimes against persons and property and assists federal, state, and local law enforcement officials;

Keeps record of activities and makes reports concerning crimes, complaints, accidents, and investigations;

Pursues and apprehends suspects;

Serves warrants and makes arrests;

Serves court papers including writs, summons, subpoenas, capias, etc.;

Questions witnesses and suspects and takes statements and depositions; and

Gathers and labels evidence, takes photographs and fingerprints, guards and transports prisoners, and testifies in court.

**Other Important Duties\***

May deliver protective custody order subjects to state hospital;

May address and work with community groups to promote good public relations and to inform citizens of police activities and crime prevention;

May be responsible for animal control, especially relating to cattle on roadways; and

Performs such other related duties as may be assigned.

### **OTHER REQUIREMENTS**

Must be 21 years of age.

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: departmental policies, rules, regulations, and laws; and the use and care of vehicles, firearms, and specialized equipment.

Skill/ability to: understand and follow instructions, departmental policies, rules, regulations, and laws; establish and maintain effective working relationships with other law enforcement agencies and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; use and care of vehicles, firearms, and specialized equipment; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications, applicable Texas driver's license, and good driving record.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Graduation from High School or a General Education Development (GED) certificate is required.

### **CERTIFICATES AND LICENSES REQUIRED**

\*Must attend and successfully complete a training course authorized by the State of Texas as agreed upon by the signed **Guadalupe County Sheriff's Office Training Reimbursement Agreement**.

Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics 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 of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 75 pounds. Work is conducted inside or outside with occasional exposure to hostile or violent people, bodily injury, contagious diseases, high noise areas, and unfavorable fumes and odors.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee’s Personnel File.