

**COUNTY OF KNOX**  
**Job Description**

<b>Position Title:</b>	<b>Patrol Deputy</b>
<b>Department:</b>	<b>Sheriff's Office</b>
<b>Reports To:</b>	<b>Patrol Supervisor</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Oversees:</b>	<b>Part Time Patrol Deputies, on occasion</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Last Revised/Approved:</b>	<b>September 13, 2011</b>

**POSITION SUMMARY:**

The Patrol Deputy enforces the laws for the County of Knox, State of Maine by patrolling assigned areas and responding to and investigating incidents and complaints received from Dispatch, according to the rules, regulations, policies and procedures of the Sheriff's Office.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Patrols all rural areas of Knox County and investigates and reports all complaints, accidents, and other incidents assigned; conducts traffic stops and issue summonses, warnings, defects as well as arrests for violations of laws of the State of Maine, Maine Criminal Code, and Motor Vehicle Code.
2. Conducts criminal investigations, including burglary, robbery, property destruction, sex offenses, suicides, assaults, aggravated assaults, and OUI.
3. Serves and delivers warrants, summonses, subpoenas and other official papers.
4. Acts as Court Officer for the District and Superior Courts when necessary; testifies in Court when needed.
5. Coordinates efforts with other members of the Knox County Sheriff's Office and other law enforcement agencies to ensure continuity of purpose and maximum achievement of police objectives.
6. Maintains community relations, meeting with concerned citizens, making presentations at schools, etc.
7. Maintains relationships with other agencies.
8. Maintains a working knowledge of all applicable laws of the State of Maine as well as the laws pertaining to search and seizure.
9. Uses Sheriff's patrol car, radio communication equipment; firearms and tear gas when required; restraints; intoxilyzer; radar; fingerprint, photography and other investigative equipment; and general office equipment.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. May be responsible for the care and treatment of the K-9 Unit, keeping training records and certifications up to date, and assisting in locating hidden contraband within vehicles, homes and other areas of interest.
2. Perform additional duties as assigned.

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**GENERAL EXPECTATIONS:**

1. Be committed to the mission of the County.
  2. Work as a member of the Sheriff's Office team in the performance of duties.
  3. Be punctual for scheduled work and use time appropriately.
  4. Work in harmonious relationships with all county staff and community.
  5. Perform duties in a conscientious, cooperative manner.
  6. Perform required amount of work in a timely fashion with a minimum of errors.
  7. Be neat and maintain a professional appearance.
  8. Possess a valid Maine Driver's license.
  9. Understand and work within Knox County Government and Sheriff's Office Policies and Procedures.
  10. Accept shared responsibility with staff member to successfully complete assigned projects.
  11. Maintain confidentiality and protect the County by keeping information concerning County Operations confidential.
  12. Deal effectively with the wide spectrum of duties that may be assigned to the Patrol Deputy.
  13. Deal effectively with agitated, upset people, remain calm, and make decisions quickly.
  14. The Patrol Deputy is required to respond to duty when called by the Sheriff, Chief Deputy, Patrol Administrator or Patrol Supervisor.
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**PHYSICAL REQUIREMENTS:**

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and use hands and fingers to operate a standard keyboard, use a computer, printer, copier, fax, telephone, radios, handgun, handcuffs, shackles and other restraint devices, chemical agents, collapsible baton, firearm, and bullet resistant vest. The employee may be required to climb, crouch, crawl, bend or stoop, push, pull or drag objects. The employee must occasionally lift and/or move over 50 pounds and must be able to control an unruly individual. Specific vision abilities required by the job include close vision, color and distance vision, depth perception and the ability to adjust focus. Additional requirements include the ability to speak, read, and write.

**SPECIAL MEDICAL REQUIREMENTS:** Any officer acting as Patrol Deputy shall, upon request, have a statement from a physician that s/he has had a physical within the last 30 days stating that s/he is in good health and has the physical ability to handle the job's related stress and danger.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The nature of the work involves exposure to unpredictable situations, which may hazard life or limb. Exposed to prisoners. Potential exists to be exposed to blood borne pathogens. The noise level in the work environment is usually moderate to loud. Approximately 30 to 40 percent of the work time may be

spent outdoors in all seasons. Must be able to deal with crime scene situations up to and including homicides. Constant exposure to high stress levels.

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**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- Three to four years of prior related experience.
- Have a working knowledge of criminal, motor vehicle and civil law of the State to be enforced within the County.
- Have the ability to work without direct supervision and to use good sound judgment.
- Must have the ability to withstand the job related stress and dangers.
- Must be willing to participate in a minimum of 20 hours of in-service training each year as required by law.
- Have no criminal record and willing to take a polygraph examination.

**Education Requirements:** The following education requirements are considered essential:

- High School or equivalent.
- Completion of the Basic Law Enforcement Training Program of the M.C.J.A.; in the event that an applicant has not completed the law enforcement training course, the applicant must meet standards as established by the MCJA Board of Trustees Selection Committee before hire.
- 100-Hour Reserve Officer Course.
- Must pass written, oral, physical, polygraph, and psychological tests.
- Must meet current firearms range qualifications as established by the Office.
- Must possess a valid Maine driver's license.

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\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee Signature

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Date

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Supervisor Signature

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Date