



Butts County Sheriff's Office

Job Description
Deputy Sheriff

GENERAL STATEMENT OF JOB

Protects life and property of the citizens of Butts County and provides for the management of conflict through the enforcement of applicable federal and state laws, county and city ordinances. Work typically involves responsibility for the prevention, detection and investigation of crimes; maintaining order; patrolling assigned areas; enforcing traffic regulations; conducting accident, criminal and other investigations; effecting arrests, possibly utilizing reasonable physical force or control; and performing related special assignments.

SPECIFIC DUTIES AND RESPONSIBILITIES

A. ESSENTIAL JOB FUNCTIONS - PATROL

1. Patrols a designated area of the County during an assigned shift, in order to preserve order, to prevent and discover the commission of crimes, to manage conflict, to solve problems and to enforce traffic regulations. Respond to calls and complaints regarding traffic accidents, domestic situations, robberies, fires, disturbances and other potential law enforcement related issues.
2. Directs traffic, serves warrants, makes arrests and processes prisoners (which may involve the use of reasonable physical force or control).
3. Conducts preliminary law enforcement investigation at the scenes of crimes and/or accidents. Gathers evidence, locates and questions witnesses and provides aid and support to victims.
4. Detains, apprehends, and arrests, criminal suspects and law violators when necessary, following proper procedures and applicable law when making arrests; transports arrestees to detention centers and oversees booking.
5. Maintains the peace through the mediation of disputes involving property rights, labor issues, political differences and similar confrontations between individuals or groups. Maintains effective communications with individuals and groups within the community.
6. Prepares detailed reports related to assignment.
7. Perform related work as required.



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B. ESSENTIAL JOB FUNCTIONS - INVESTIGATIONS

1. Investigates crimes against persons (e.g. murder, assault, manslaughter, etc.). Investigates complaints concerning theft, or damage to property. Investigates reports of breaking and entering buildings. Visits the crime scene; interviews victims and witnesses, interrogates suspects, seeks evidence and requests technical identification and laboratory assistance as required. Arrests person or persons suspected of the crime. Conducts surveillance of known and suspected criminals. Works undercover to obtain evidence of criminal activity and further investigations. Directs and documents the activities of confidential informants.
2. Investigates vehicle accidents, including hit and run accidents. Determines if criminal negligence is involved and make arrests or write citations as required.
3. Serve warrants; and make arrests and process prisoners (which may involve the use of reasonable physical force or control).
4. Investigates complaints involving juveniles, reports of child neglect and persons reported to be contributing to the delinquency of minors. Discusses law enforcement problems with juveniles and parents to determine effective courses of action. Refers juveniles to other authorities when appropriate.
5. Prepares detailed written reports containing results of investigations and interviews; and testify as a witness in court as required.
6. May be assigned to HIDTA Task Force or other special assignments and perform related duties as assigned.
7. Perform related work as required.

C. ESSENTIAL JOB FUNCTIONS – COMMUNITY RELATIONS

1. Develops and maintains a comprehensive public outreach program, including programs such as Neighborhood Watch, community volunteer programs, etc.
2. Coordinates staff in the achievement of these public outreach programs and goals through scheduling, conducting in-service training and other programs to support community safety.
3. Perform related work as required.



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D. Knowledge, Skills and Abilities:

1. Ability to communicate effectively both orally and in writing.
2. Ability to develop and maintain effective working relationships with individuals and groups of diverse backgrounds.
3. Ability to read and comprehend complex laws, regulations and procedures.
4. Ability to remain calm and exercise judgment under emergency conditions.
5. Ability to collect detailed information through interview and close physical observation (i.e. visual and auditory).
6. Ability to follow oral and written direction.
7. Ability to exercise appropriate physical strength, stamina and agility in the pursuit and use of reasonable force in the arrest of potentially dangerous individuals. Physical coordination, strength and acuity inherent in the operation of pursuit vehicles, firearms and other specialized law enforcement equipment.
8. Ability to work in inclement weather.

C. Education and Experience:

1. High School Diploma or equivalent.
2. Must maintain required level of proficiency and certification in the use of firearms and evasive action/driving skills and possess a valid driver's license and satisfactory motor vehicle record.
3. Must attain and maintain P.O.S.T. Basic Peace Officer certification.
4. Must be a U.S. Citizen and meet P.O.S.T. standards.

D. ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

1. **PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of law enforcement equipment such as handcuffs, flashlight, firearm, chemical sprays, police baton, Taser etc. Must be physically able to operate a motor vehicle and a firearm. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force



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occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for physically active work. Must be able to lift and/or carry more than 150 lbs.

2. **DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
3. **INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information related to law enforcement. Includes giving assignments and/or directions to co-workers or assistants.
4. **LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to law enforcement. Requires the ability to write reports. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.
5. **INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques related to law enforcement; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.
6. **VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instruction.
7. **NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, determine time and weight.
8. **FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with law enforcement equipment.
9. **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using firearms, law enforcement equipment, and a motor vehicle.
10. **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, including firearms, law enforcement equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.
11. **COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.
12. **INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions related to law enforcement. The worker needs to relate to people in situations involving more than giving or receiving instructions under stressful situations. Must be adaptable to performing under considerable stress when confronted with an emergency.
13. **Physical Communication:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear.)