

FORSYTH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DEPUTY SHERIFF II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform protective, security and technical/specialized work functions associated with responding to emergency and non-emergency calls, preventing criminal acts, conducting investigations, executing designated assignments, protecting life and property, maintaining law and order, enforcing criminal and traffic laws and federal, state and local laws and ordinances. Providing and maintaining security, safety, care and control of inmates, county jail and facility equipment, supervising inmates in the county jail.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Prevents/discovers commission of crime; apprehends, arrests, and processes criminals, fugitives and offenders.

Conducts preliminary investigations; interviews victims, complainants and witnesses and takes statements; gathers information and evidence; photographs and secures crime scenes.

Provides traffic control and police protection for events such as parades, processions, funerals, ball games, and school crossings; provides security/escort services to individuals, businesses, or others as appropriate.

Participates in court activities; testifies in judicial proceedings.

Administers first aid and CPR as necessary; manages situations concerning deceased persons.

Transports prisoners, victims, witnesses, members of the general public, suspects, or other individuals as required.

Provides assistance and backup support to other deputies or other departments as necessary; performs flexible unit assignments as needed in emergency response or general reorganization.

Provides assistance to other public service agencies as appropriate including fire departments, city police departments, state patrol units, and emergency medical personnel.

Prepares, reviews and/or examines warrants to ensure completeness and accuracy; performs research functions to identify location of individuals to be served; maintains warrant caseload, GCIC/NCIC files.

Books in arrested suspects; questions, fingerprints, and photographs suspects; completes appropriate documentation and computer entry as required; process bond information for release of suspects.

Trains newly hired officers; reviews assigned tasks and duties with trainees; discusses and demonstrates methods and techniques used in field; tests new officers' knowledge; observes, evaluates, and documents trainees' performance; recommends deputy trainee for specialized training or remedial training.

Conducts investigations regarding allegations of employee or agency misconduct to determine facts, circumstances, and contributing factors so that corrective action can be taken; reviews and maintains "use of force" and accident files.

Retrieves, reproduces, and redacts information requested through Open Records; reproduces video and audio tapes and case files; records requests and subpoenas; tracks status; protects confidentiality and integrity of records.

Assists with courtroom proceedings and documentation process as required.

Assists with medications, provides first aid, and/or CPR when needed.

Conducts security checks of courthouse offices, judges' chambers, parking lots, or other areas of courthouse; performs electronic and visual security screening of jurors, spectators, or other individuals; secures inmates in court; secures and detains new prisoners.

Transports inmates to/from assigned locations such as courts, jails, detention center, correctional institutions, prisons, medical facilities, regional youth detention centers, or elsewhere as directed; provides safety and security during transport; escorts inmates from one area of the facility to another.

Enforces jail rules, regulations and procedures when assigned to the detention facility; maintains a secure and peaceful environment in the facility; monitors and directs inmate activities inside the facility on a continual basis; takes headcount of inmates as required.

Receives/releases inmates transferred to/from the facility; performs various functions associated with ensuring the health, safety and welfare of inmates; assists officers in restraining violent/unruly arrestees and prisoners.

Responds to prisoner, employee, or facility emergencies and initiates established emergency procedures; operates fire suppression or other equipment required to effectively manage the situation.

Provides safety and security while escorting inmates from one area to another within the courthouse, medical facilities, or elsewhere as directed.

Performs instructor/trainer duties relating to specialized functions and activities; may coordinate training; teaches classes as assigned; completes and maintains all relevant training documentation such as requests, applications, and certification certificates; contacts training facilities and makes travel arrangements as necessary; maintains training calendar.

Conducts criminal history and background checks on applicants requesting licenses for firearms, alcohol, and various businesses; takes fingerprints of persons applying for firearm license, individuals requiring identification cards, and those working in educational, government agencies, and various type businesses.

Establishes positive public relations with the general public; attends community meetings; educates the public on laws, law enforcement, crime prevention, drugs, domestic violence, and/or abuse; fingerprints children at special events.

May participate as a member of a Sheriff's Office Response Team (SORT); responds to emergency call for situations involving hostage situations, barricaded persons, high-risk drug raids, riots, missing person searches, escaped prisoner searches, high security activities, or other situations requiring Special Weapons and Tactics (SWAT) team assistance; participates in regular training activities.

May perform duties as evidence custodian including receiving, processing, storing, maintaining chain of custody, disposing of and/or returning property/evidence.

Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Responds to questions, complaints and requests for information/assistance from the general public, news media, court personnel, attorneys, inmates, medical staff, officers, various agencies, employees, officials, supervisors, or other individuals.

Documents all activity conducted in assigned position; operates a computer to research, review, enter and/or modify information in database.

Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, addresses, and related material for reference and/or review.

Prepares and/or receives a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, completes, processes, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.

Attends meetings and in-service training as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing state/municipal policies, procedures, codes and civil/criminal laws.

Enters data on and retrieves information from the computer system such as inmate charges, classification, housing, release dates, and watch/shift activity; runs GCIC/NCIC background checks and reviews warrants.

Responds to routine questions, complaints, and requests for information or assistance from inmates, the public, family members, visitors, court personnel, medical staff, attorneys, clergy, social workers, members of the staff, or other individuals.

Attends meetings and in-service training as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing state/municipal policies, procedures, codes and civil/criminal laws.

Documents all activity conducted in assigned position; completes/prepares a variety of forms, data sheets, requests, logs, reports, and various other documents associated with routine duties of this position; maintains files and records.

Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations within county jurisdiction.

Various Assignments Outside the Forsyth County Jail may include the following additional duties:

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property, to promote security, and to maintain law and order.

Patrols designated areas via motor vehicle, watercraft, bicycle, or on foot to detect and deter criminal activity, watercraft transgressions, and traffic violations; conducts surveillance and investigations into illegal activities, writes citations.

Responds to calls relayed by dispatchers, including alarms, domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, rescue operations, public service duties, stranded motorists, or other calls for assistance.

Enforces vehicle parking and operating laws; uses radar/laser speed detection units to enforce speed laws; initiates contact with individuals driving motor vehicles to determine involvement in criminal activity.

Inspects motor vehicles and premises of residential/commercial buildings/properties to detect suspicious conditions and/or to locate illegal contraband; impounds vehicles as necessary.

Mediates disputes and performs negotiations between neighbors, in domestic and hostage situations, and in the business community.

Serves felony, criminal, and misdemeanor warrants; arrests individuals named in warrants; serves other legal documents within the county.

Investigates hit/run and/or motor vehicle traffic accidents by evaluating drivers' abilities, determining cause and responsibility, photographing scene, and interviewing persons involved and witnesses.

Plans, organizes, and conducts various narcotics operations requiring surveillance, tactical entries and takedowns, managing and directing confidential informants, and seizing contraband drugs, money, and weapons.

Establishes roadblocks; administers field sobriety tests; investigates DUI drivers; performs vehicle searches for alcohol/drugs; transports intoxicated drivers to lockup.

Works with specialized canine to detect drugs, conduct searches, control suspects, provide crowd control, or provide protection; may train and handle dogs, provide healthcare, grooming, and kennel management for canines, and/or teach special canine training and handling classes.

Assists and supports victims and families of domestic violence; responds to scene; interviews involved parties; collects evidence; photographs scene, victims, aggressors, and evidence; refers victims/families to outside agencies for counseling assistance.

Enforces laws and ordinances applicable to animal control activities; issues warnings and citations for violations of animal control laws; advises owners of their responsibilities; investigates calls from citizens concerning animal control issues such as potential animal abuse, animal bites, stray/nuisance animals, wild/dangerous animals, and injured/dead animals; traps, impounds, and transports animals to shelter or as otherwise directed.

Patrols and provides security to school campuses; provides structured education classes to community youth regarding violence, guns, drugs, prisons, gangs, death, juvenile court, adult court, conflict resolution, benefits of education, and related subjects; provides counseling to students; investigates crimes committed on school property; acts as liaison between juveniles and parents, school administration, court officials, juvenile agencies and other agencies.

Performs specific tasks associated with specialized training in and/or assignment to support services, desk officer, animal control, Special Weapons and Tactics (SWAT) team, jail/detention center, court, drug task force, narcotics, domestic violence, DUI task force, evidence, warrants, traffic control, negotiations, juvenile, homicide, robbery, internal affairs, various type thefts and abuse, Community Oriented Police Services (COPS), environmental protection (Haz-Mat), canine, training, teaching, and/or other duties as assigned.

Provides courtroom security; maintains a security presence in the courtroom to ensure safety of court personnel, to identify/prevent disturbances of court proceedings, and to identify/prevent potential violence or use of weapons.

Performs background interviews for pre-employment.

Assignments in the Forsyth County Jail may include the following additional duties:

Enforces all correctional institution rules and regulations; maintains inmate discipline; maintains a secure and peaceful environment in the county jail.

Supervises, observes, and monitors inmate activities inside the facility on a continual basis; supervises inmates working in the jail and while in the yard; takes counts of inmates as required.

Monitors security of jail facility; manages key control for the housing floor; inspects doors, fences, and other areas to assure facility security; monitors alarms and observes closed circuit television screens; operates security doors and gates via master control panel.

Searches inmates, visitors, mail, cells, building, and grounds to locate and remove contraband or weapons; performs lockdown of all inmates and checks cell doors.

Processes incoming inmates per established procedures; takes pictures and fingerprints; completes applicable documentation; secures and records personal property; explains jail rules and regulations; assigns housing quarters.

Establishes and administers inmate financial accounts; records and secures payments; provides inmates with necessary request forms.

Performs various functions associated with ensuring the health, safety and welfare of inmates such as distributing meals, providing clothing, bedding and supplies, obtaining medical aid, coordinating visitation and telephone communications, and distributing mail.

Mediates disputes between inmates and/or staff members; counsels and/or disciplines inmates as required.

Determines bond amount from appropriate schedule when applicable; discusses higher bond amounts with supervisor; completes bond documentation.

Notifies inmates of pending release or transfer; conducts release of prisoners per established procedures; prepares and/or completes applicable forms and obtains appropriate signatures.

Communicates with staff of adjoining shifts to gather/exchange information on inmate activities; may perform duties as officer of an assigned shift.

ADDITIONAL ESSENTIAL FUNCTIONS

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

To be able to effectively fulfill all statutory duties and other legal duties imposed upon a law enforcement officer of the State of Georgia and of the Forsyth County Sheriff's Office and to effectively fulfill those duties that necessarily appertain to the position of law enforcement officer with the Forsyth County Sheriff's Office such as, but not limited to, the power to make arrest, to maintain the peace and to enforce the law. As way of example but without limiting, all law enforcement personnel shall be able to:

- a) Effect an arrest, using appropriate and reasonable force when necessary, using handcuffs and other restraints; subdue resisting suspects using physical force, training and appropriate weapons; and, resort to the use of their hands, arms, legs and feet and other approved weapons in self-defense or in gaining control of resisting suspects.
- b) Engage in law enforcement patrol functions that include, among other things, working rotating shifts; walking foot patrol; being able to run in foot pursuit or responding to law enforcement situations; physically checking doors and windows of building and residences to ensure security; and, being able to carry all equipment necessary to fulfill law enforcement duties.
- c) Perform rescue and traffic/crowd control functions at accidents, emergencies, disasters and other assemblies to include, among other things, directing traffic for long periods of time; administering emergency medical aid; lifting, dragging and carrying people away from dangerous situations; and, securing and evacuating people from particular areas, multi-story buildings and other locations.
- d) Pursue fleeing suspects and perform other law enforcement/rescue operations which may involve, among other things, quickly entering and exiting law enforcement patrol vehicles and S.W.A.T. vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling oneself up over obstacles; jumping down

from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; climbing and descending stairs; balancing on uneven or narrow surfaces; and, using body force to gain entrance through barriers.

- e) Perform searches of people, vehicles, buildings and large outdoor areas sometimes involving mountainous or steep terrain which may involve feeling and detecting objects; walking or hiking for long periods of time; detaining people and stopping suspicious vehicles and persons.
- f) Load, unload, aim, fire and otherwise operate from a variety of body positions and physical locations handguns, shotguns, rifles and other agency firearms/weapons under conditions of stress and physical fatigue that justify the use of deadly force and at the level of proficiency prescribed by Sheriff's Office certification standards.
- g) Gather information in criminal investigation by interviewing and obtaining statements of victims, witnesses, suspects and confidential informants and being able to effectively reduce said information to writing.

ADDITIONAL FUNCTIONS

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Communicates via telephone and two-way radio; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Maintains cleanliness of law enforcement vehicle; requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Substitutes for co-workers during temporary absence of same; may serve as Officer in Charge (OIC) for assigned shift as needed, provides guidance, training, and/or assistance to other department personnel.

Performs various administrative tasks which may include issuing supplies, setting up for magistrate court, church, visitors and educational classes, distributing newspapers and books, and cleaning assigned post.

May be required to regularly work on various shifts, weekends, and/or holidays as deemed necessary.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Deputy Sheriff: High school diploma or GED; six (6) months previous experience and/or training in law enforcement or as an officer in a corrections/detention facility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must pass and maintain current Georgia Peace Officer Standards and Training (POST) requirements as a Peace Officer. Must be qualified to operate a firearm. Will be required to pass a background investigation and obtain and maintain a GCIC/NCIC certification. May be required to attain and maintain other certifications as related to position or for specialized areas of assignment. Must be 21 years of age.

Deputy Sheriff - Jail: High school diploma or GED; no previous experience required. Must possess and maintain a valid Georgia driver's license. Must obtain and maintain Georgia Peace Officer Standards and Training (POST) Basic Jail Officer Training certification. Must be certified in basic first aid and cardiopulmonary resuscitation (CPR). Will be required to pass a background investigation and obtain and maintain a GCIC/NCIC certification. May be required to attain and maintain other certifications as related to position. Must be 18 years of age.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, calculate and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: The minimum essential law enforcement functions of this position require the ability to exert heavy physical effort in heavy work, with emphasis on climbing, balancing, stooping, kneeling, crawling, wrestling/subduing, walking and/or running as well as the lifting, carrying, pushing, pulling and/or dragging moderately heavy objects and materials (20 to 50 pounds) as well as occasionally involving heavier objects and materials, such as non-responsive persons (175 pounds on average but may occasionally weigh more).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Forsyth County, Georgia, 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 and current employees to discuss potential accommodations with the employer.