



HAYS COUNTY JOB DESCRIPTION

DEPUTY – LAW ENFORCEMENT

Job Code	Grade	FLSA Exempt Status	Safety Sensitive	Phone Allocation
0550	250	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reports to			Current Version Date:	
Sergeant Patrol			1/2017	

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under close supervision, the Deputy enforces all laws of the State of Texas and Hays County. The Deputy protects the citizens of Hays County and anyone traveling through Hays County. This position protects the life and property of the citizens and helps keep Hays County free from crime. The work involves isolating and defining unknown conditions, resolving critical problems and possibly making life or death decisions. This position must have a strong work ethic. The Deputy must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude and have a proper attitude.

Responsibilities

- Assures the services delivered by the Sheriff's Office meet quality and timeliness standards.
- Enforces the laws of Texas and Federal, State and local criminal laws of Texas
- Follows up on cases being investigated and assists other agencies, including fire, EMS, Department of Public Safety, traffic control, and other related entities
- Maintains a high profile in the community
- Assists detectives and supervisors as needed
- Makes warrantless arrests as per the Texas Code of Criminal Procedure
- Prepares probable cause affidavits to present to a magistrate for issuance of arrest warrants
- Patrol an assigned area by foot or vehicle to enforce county, state, and federal laws; investigate suspicious activities, individuals or conditions; and respond to calls for assistance or protection
- Pursue a fleeing subject on foot through unfamiliar and varied terrain or buildings during both day and night by running, jogging, climbing over and/or through obstacles
- Subdue a resisting or violent subject by physical contact or use of appropriate weapons and tools
- Forcibly, and sometimes against strong resistance, apply handcuffs and other restraints while in various body positions
- Safely operate a police vehicle in all types of traffic, weather, lighting conditions and, when necessary, above posted speed limits
- Arrest or control a subject after a lengthy pursuit and/or physical struggle
- Approach a subject of illegal activity and if necessary, pursue, wrestle, or fight with a subject in order to apprehend, detain, or control subject for the purpose of making an arrest or maintaining law and order
- Physically remove a subject from a vehicle or building and place in a patrol vehicle by securely grasping or holding subject, dragging, lifting, and/or carrying subject
- Enter and exit vehicles quickly to perform rescue, arrest, or emergency operations
- Determine type and amount of appropriate force to use to apprehend subject
- Operate standard weapons (handgun, shotgun, baton, chemical agent or other departmental provided weapon) to enforce law, detain a subject, or protect the life of self or others in situations that justify the use of force or deadly force
- Conduct searches of buildings, vehicles, outdoor areas, persons, and other objects using vision, touch, hearing, and smell to find or detect potential weapons, contraband evidence, hazards, and

stolen property or to find lost persons or objects for the purpose of seizing, investigating and/or rescue

- Assist or rescue individuals in need of aid or protection as a result of an accident or a crime
- Investigate and control the scene of a traffic accident to determine cause, and protect life and property
- Control and direct traffic in situations requiring human intervention such as accidents, traffic signal failure, unusually heavy traffic conditions, or adverse weather conditions to ensure the public safety of individuals and property
- Enforce traffic laws and regulations by issuing citations or warnings to individuals who commit violations or offenses
- Remain calm, composed, undistracted, and in full control of cognitive abilities while functioning appropriately in hostile, dangerous, or frightening situations that may require use of deadly force
- Maintain rational decision-making and self-control in situations or environments that are personally offensive (cases of child abuse, child molestation, sexual assault, extreme trauma or death, etc.) or which involve considerable stress, danger, personal risk, violence, hostility, or the use of force
- Maintain composure and exercise restraint when verbally or physically provoked in hostile or violent environments
- Provide testimony and protect the rights, property, and valuables of others in a truthful and honest manner without abusing the authority or integrity of the position
- Gather information in criminal investigations to document facts and evidence. Prepare accurate and detailed reports by searching the scene and by interviewing victims, witnesses and suspects
- Communicate orally and manually using radio, telephone, and Mobile Data Computers to give and obtain information, directions, instructions, and/or commands in order to provide assistance, build community rapport, protect the public, and make arrests
- Interact with a variety of people functioning in various emotional states to manage interpersonal conflicts, develop community relations, resolve or stop criminal activity, obtain or give information, issue citations, counsel and give aid, or maintain order and provide service
- Enter into dangerous situations and confront hazards in a logical and mature manner
- The following physical activities have been linked to the essential job functions of a Sheriff's Deputy:
 - Running
 - Lifting and Carrying
 - Moving Non-Resisters
 - Controlling Resisters
 - Wrestling/Physical Struggles
 - Dragging and Pulling
 - Climbing
 - Jumping
 - Fighting
 - Standing
 - Sitting
- Executes arrest warrants
- Assists animal control with loose animals
- Writes reports on investigations, vehicle crashes, offenses, arrests and suspicious activities. Collects, preserves, and submits evidence in accordance with policy
- Prepares probable cause affidavits
- Transports, books and guards prisoners
- Provides crime-prevention resources
- Conducts On-the-Job Training for cadets and new officers (Field Training Officers)
- Sets up tactical positions and emergency response for SWAT situations
- Operates emergency vehicles in compliance with State laws and Department policy
- Engages in vehicle pursuits in accordance with policy
- Employs sound tactics and officer safety when responding to calls
- Completes any and all assigned tasks given by supervisors (i.e., Directed Patrols, Sex Offender compliance checks, etc.)
- Disperses unruly crowds safely and efficiently
- Applies sound police tactics and safety practices. Exercises good judgment in accordance with state law and departmental policy

- Demonstrates a working knowledge and proper implementation of the Hays County Sheriffs Office Standard Operating Procedures for the rank and the position they hold. (When we have one)
- Operates Departmental vehicles in a careful and prudent manner within the guidelines of State law and Departmental policy
- Qualifies semi-annually with handguns and shotgun and annually with authorized rifle
- All issued equipment are in compliance with departmental policy
- Participates in crime prevention activities, recovery of stolen and missing property, assistance to the sick and injured, enforcement of non-criminal regulations, and delivery of services not available elsewhere in the community
- Effectively manages time and prioritizes efforts
- Utilizes discretion in selecting which of several options is the best solution to the problem at hand
- Handles situations appropriately through effective communication, mediation, and interpersonal skills
- Interacts with citizens and co-workers for input and feedback to meet specific goals and objectives
- Follows protocol established by the Sheriffs Office
- Prepares organized, detailed, and concise written documents and reports by hand and computer using proper grammar and spelling
- Uses the computer to search databases and perform research
- Performs functions and specialized skills based on assignment such as attending shift briefings, training on and off site
- Appearing in court for testimony, attending meetings, working on projects, giving presentations and lectures
- Performs other duties as assigned

Knowledge Required

- Professional knowledge of law enforcement practices
- Professional knowledge of applicable federal, state, and local laws, ordinances, statues, regulations, rules, policies and procedures
- Exceptional knowledge of radio procedure
- Exceptional knowledge of Hays County Sheriff's Office department regulations, policies and procedures
- Proficient knowledge of methods and techniques to use to dispel a situation
- Proficient knowledge of legally acceptable restraint methods
- Proficient knowledge of inmate control and management practices and procedures, rules, and regulations
- General knowledge of the various assignments within the different divisions of the Sheriff's Office
- General knowledge of customer service
- General knowledge of document preparation and legal law enforcement technology and terminology
- Knowledge of court and court security regulations, policies, methods, equipment, and procedures
- Knowledge of Texas statutes related to criminal procedure and civil procedure
- Proficient knowledge of the functions of a deputy in the Hays County Sheriff's Office
- Deputies assigned to specialized subset in the Law Enforcement arena such as, but not limited to Motorcycles, School Resource Officer, K-9, Academy Instructor, Special Weapons and Tactics (SWAT) Operators, Crisis Negotiation Team (CNT), Warrant Service and Mental Health Service may be held to higher standards of training, continuing education, certification, demonstrated or tested physical capabilities in the areas of self defense, weapons, proficiency, muscular strength, flexibility, cardio vascular endurance, and high street verbal communications

Skills Required

- Exceptional skill in following oral and written instructions
- General skill in negotiating and persuading individuals
- Exceptional skill in interacting with people at all socio-economic levels
- Exceptional skill in oral communications in one-on-one and group situations
- Exceptional skill in remaining calm under stressful situations
- Proficient skill in listening
- Proficient skill in written communications for administrative and technical purposes
- General organizational skills
- General skill in expressing oneself clearly and concisely, both orally and in writing

- Exceptional skill in observing the actions of others and forecasting those actions into future behaviors
- General computer skills

Education and/or Experience

- High School Diploma or GED
- Prior Peace Officer experience preferred

Other Qualifications, Certificates, Licenses, Registrations

- Class C TX Driver's License
- Licensed TCOLE Basic Peace Officer
- Ability to maintain continuing education requirements as outlined by TCOLE
- Must successfully complete and pass the Hays County Sheriff's Office Field Training Program
- Must be 21 years of age

Supervision

- The Deputy is required to satisfactorily perform the above duties as will be evaluated for soundness, appropriateness and conformity to policy and procedure
- This position does not supervise any personnel

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts both in groups and individuals. These contacts are generally cooperative however; this position may have to influence, motivate, interrogate, or control situations where individuals may be fearful, skeptical, uncooperative or dangerous. The employee may need to negotiate and persuade to receive information.

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 as defined by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel
- Reach with hands and arms
- Talk
- Hear– Demonstrate the ability to clearly understand one-on-one conversations, communicate on the telephone, and to be aware of any situations or conversations going on in your peripheral space for public safety issues
- Stand, sit and/or walk for extended periods of time
- Crouching, crawling, kneel or stoop
- Occasionally lift and/or move up to 50 pounds
- Ability to defend oneself or others against physical attack
- Above average dexterity and agility
- Extreme physical exertion for short to long periods of time
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Vision acuity must be correctable to 20/20 in each eye
- Must be prepared at all times to perform high-risk activities in the protection and service of the public
- Deputies assigned to specialized subset in the Law Enforcement arena such as, but not limited to Motorcycles, School Resource Office, K-9, Academy Instructor, Special Weapons and Tactics (SWAT) Operators, Crisis Negotiation Team (CNT), Warrant Service and Mental Health service may be held to higher standards of training, continuing education, certification, demonstrated or tested physical capabilities in the areas of self defense, weapons, proficiency, muscular strength, flexibility, cardio vascular endurance, and high stress verbal communications

Work Environment

While performing the duties of this job, the employee spends most of the time sitting in a patrol vehicle and routinely will be required to leave the vehicle to address concerns of the public and must always be

prepared for the potential of inclement weather and physically harmful occurrences. The work involves moderate risks or discomforts requiring special safety precautions. Employees may be required to wear personal protective equipment.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. List any and all accommodations that are needed to satisfactorily perform the essential functions of the position:

Prepared by:	Created and Updated:	Reviewed – no changes
Sheriff's Office & Personnel	11/2000, 1/2006, 10/2006, 9/2008, 4/2009, 6/2011, 1/2013, 4/2015, 7/2016	