

CRAWFORD COUNTY JOB DESCRIPTION

TITLE: Deputy Sheriff

DEPARTMENT/ AGENCY: Sheriff

IMMEDIATE SUPERVISOR: Sergeant

PAY RANGE: Union Scale - WPPA

FLSA: Non-exempt

NATURE OF WORK

These positions perform a variety of law enforcement and correctional duties.

MINIMUM QUALIFICATIONS

Education:

1. Associates degree from a Wisconsin Technical College system district or its accredited equivalent from another state or a minimum of 60 fully accredited credits
2. Certification as a law enforcement officer in the State of Wisconsin
3. Training in criminal justice, correctional science, police science or law enforcement desirable
4. Possession of a valid Wisconsin driver's license at time of appointment and during incumbency required

Experience: Experience working in law enforcement or corrections desirable

Knowledge, Skills and Abilities:

1. Knowledge and understanding of criminal law, particularly in the areas of arrest, search, seizure and evidence, the statutory provisions governing service of civil process and the work, policies, procedures, and laws pertaining to jail operations and court appearances
2. Knowledge of Crawford County roads and highways
3. Knowledge of the boundaries of Crawford County
4. Knowledge of community oriented policing
5. Skill in investigation and interrogation techniques
6. Skill in handling of persons taken into custody
7. Ability to provide effective, credible testimony in a court of law
8. Skill in self-defense
9. Skill in dealing with the public
10. Skill in reading and comprehending written materials
11. Oral and written communication skills
12. Ability to cross-train as Jailer and Dispatcher
13. Ability to maintain a positive attitude and emotional control
14. Ability to gain the respect and control the behavior of citizens and inmates
15. Ability to take prompt and decisive action in emergency situations
16. Ability to restrain combative citizens and inmates
17. Ability to follow work procedures and rules
18. Ability to spell and write legibly
19. Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

Under general supervision

1. Perform a variety of correctional and law enforcement duties
2. Patrol the Crawford County roads and highways

3. Receive and investigate calls or complaints and make reports relative thereto
4. Apprehend and arrest violators of the law, gather evidence, and testify in court in the prosecution of such persons
5. Capacity to provide effective, credible testimony in a court of law
6. Provide bailiff and courtroom security duties
7. Serve criminal and civil processes
8. Attach and take custody of property
9. Have custody of county charges and prisoners during examinations, hearings, trials, or during conveyance to state or county institutions
10. Safeguard and supervise prisoners and to maintain discipline and enforce rules and regulations in the County jail
11. Carry out law enforcement activities including traffic, parking, crowd control, and patrol at county facilities
12. May be assigned to Jailer or Dispatcher as needed
13. Provide assistance to the public
14. Attend training and inservice sessions
15. Physically restrain combative inmates
16. Convey or assist in the conveyance of inmates to any destination
17. Make criminal or civil investigations
18. Keep records and prepare reports of accidents and other important incidents
19. Perform such other duties as may be assigned
20. AVAILABILITY TO WORK ANY SHIFT, WEEKENDS OR HOLIDAYS IS REQUIRED

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to prescribed methods and procedures.

SUPERVISION EXERCISED

May supervise part-time and/or limited term positions

ENVIRONMENTAL FACTORS

Exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, wetness, disease and/or dust; required to work under unsafe and uncomfortable conditions; also works in general office setting requiring dexterity in moving, picking up objects and operating office equipment

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 09/07/2023

.....

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

____/____/____
Date