

# CAREER OPPORTUNITY #10-01 DEPUTY SHERIFF PATROL



**OPEN UNTIL FILLED – Interviews can occur at any time.**

*Lincoln County employment application (available on-line or at the Personnel office) required for consideration.*

**POSITION:** DEPUTY SHERIFF-PATROL

**DEPARTMENT:** SHERIFF'S OFFICE

**SUPERVISOR:** PATROL SERGEANTS

**SALARY:** \$3,534 - \$4,591 per month DOQ  
Full-Time; Job #103  
Range 14.5, Steps 1 - 6

**BENEFITS:** Medical, Vision, Dental (employer pays 100% of premium), Life, AD&D, LTD, PERS, other optional insurance/retirement, Holidays, Sick Leave and Vacation. **The County observes 9 holidays; however this position is subject to the County's 9 unpaid furlough days in fiscal year 2009/2010.**

Intermediate Cert=2% Incentive Pay. Advanced Cert=4% Incentive Pay. FTO=2.5% Incentive Pay. Ability to reach top of range within 5 ½ years. 1% Longevity Incentive Pay at 10 years.

#### MINIMUM QUALIFICATIONS

High School diploma or GED and two years college level education in law enforcement or related field, or, any satisfactory equivalent combination of experience and training which insures the ability to perform the work **as determined by the Sheriff**. Must meet minimum DPSST requirements. If non-certified in Oregon, must be able to complete the 16 week academy at DPSST. Must possess a valid Oregon motor vehicle license with good driving record, or ability to obtain within 30 days of date of hire. Required to obtain National Incident Management System (NIMS) certification. Must achieve and maintain CPR/first aid certification and become LEDS/NCIC certified.

#### Duties and Skill Set

*Complete job description and information on the hiring process is attached.*

Conducts law enforcement, crime prevention and investigation activities relating to criminal law enforcement in the County. Work is assigned and reviewed by shift supervisor for conformance to laws, policies, rules and regulations. Will serve an 18 month probationary period from date of hire.

Requires a working knowledge of administrative procedures, pertinent federal, state and local laws and ordinances sufficient to carry out duties. Requires good writing skills to prepare technical reports qualified for criminal prosecution. Requires excellent human relation skills to employ lines of questioning and resolve(s) confrontation in a professional and courteous manner. Requires ability to properly utilize police equipment such as handguns, rifles, taser, OC spray, batons and handcuffs. Required to be familiar with and able to use a variety of specialty software including Sheriff's Office report writing software, Law Enforcement Data System (LEDS) and Microsoft Office software. Requires ability to properly utilize police techniques, such as unarmed defense and proper levels of use of force. Requires ability to conduct investigations, collect, evaluate and analyze facts and to draw correct conclusions. Requires ability to understand and follow oral and written orders. Requires ability to handle extreme stress and make immediate decisions regarding life and property.

Send applications to:

**LINCOLN COUNTY PERSONNEL DEPARTMENT**

210 SW 2<sup>nd</sup> Street, Newport, OR 97365 Phone: (541) 265-4157 Fax: (541) 265-4906 TTY: (541) 265-4193

[www.co.lincoln.or.us](http://www.co.lincoln.or.us)

Additional information regarding the Lincoln County Sheriff's Office can be found on our website at

[www.lincolncountysheriff.net](http://www.lincolncountysheriff.net)

**EOE**

## DEPUTY SHERIFF-PATROL

<b>Reports To:</b>	<b>Sergeant</b>	<b>Job #:</b>	<b>103</b>
<b>Department:</b>	<b>Sheriff</b>	<b>EEO Code:</b>	<b>4</b>
<b>Exempt/Non:</b>	<b>N</b>	<b>Pay Range:</b>	<b>S-14.5</b>
<b>Bargain Unit:</b>	<b>LCDA</b>	<b>Revised:</b>	<b>10/22/2007</b>

**Critical features of this job are described under the headings below. They may be subject to change at any time. Nothing in this job description restricts appointing authority's right to assign or reassign duties and responsibilities to this job at any time.**

### **GENERAL POSITION SUMMARY:**

Conducts law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the County. Work is assigned and reviewed by shift supervisor for conformance to laws, policies, rules and regulations. Will serve an 18 month probationary period from date of hire.

### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

- a. Patrols roads, highways and business and residential areas in the enforcement of traffic and criminal laws, county and city codes; responds to a variety of calls for services. Is diligent in preserving the public peace and protecting persons and property.
- b. Must meet performance standards established by the Sheriff. Employment and police certification require employees maintain a high standard of ethical and moral behavior by Sheriff's Office policy and the Department of Public Safety Standards and Training's Ethics Committee.
- c. Required to be trusted with information that is highly sensitive and confidential in nature.
- d. Be thoroughly familiar with Lincoln County, including cities within the County, boundaries, streets, public buildings and points of interest.
- e. Conducts criminal and vehicle crash investigations; makes recommendations for improved transportation and safety procedures within the County; prepares reports utilizing office computers and/or in-car mobile data computers; administers first aid as needed; conducts investigations and interrogations; identifies collects and processes evidence; takes photographs; prepares diagrams; prepares search warrants.
- f. Is team oriented; places safety of self and others first when making decisions; is loyal to the Sheriff's Office and the citizens we serve.
- g. Provides animal control services for the County. Conducts investigations for crimes against domestic animals and livestock. These investigations include nuisance complaints, animal licensing violations, animal abuse, and livestock investigations.
- h. Conducts death investigations including those of natural causes, accidental and murder. Is exposed to biohazards and communicable diseases inherent at these and other scenes utilizing protective equipment. Conducts death notifications to next of kin.
- i. Makes complex and immediate decisions without direct supervision regarding life and property.
- j. Detects and deters potential criminal acts including domestic terrorism and reports such acts to the appropriate agency as required.
- k. Maintains records and prepares reports necessary for efficient successful investigations, crime prevention, prosecution and office procedurals. Able to complete comprehensive data entry to comply with state and federal crime reporting statistics.
- l. Informs the public and answers inquiries regarding laws, ordinances, rules and regulations. Prepares media releases and may be required to speak to the media for newspaper articles, or television and radio news programs.
- m. Issues citations to violators; makes arrests; transports offenders in custody to jail, institutions or extraditions.
- n. Intervenes in disputes and maintains order. Responds to hazardous situations performed in stressful and dangerous environments. Able to maintain composure and professionalism when faced with abusive, violent and threatening individuals.
- o. May be exposed to extreme weather conditions for extended periods.
- p. Serves arrest warrants and other civil process; takes personal property into possession as directed by a judge.
- q. Testifies in court, grand jury, and Department of Motor Vehicle (DMV) hearings as a witness. Must prepare and present the case in a prosecutorial role in violation trials, including misdemeanor cases reduced to violations.
- r. Ensures all issued Sheriff's Office owned equipment is properly maintained.
- s. Provides boating safety, crime prevention and other law enforcement related classes and lectures to the public. Attends functions including city council meetings and neighborhood groups to provide information relevant to respective communities.
- t. Trains other employees in specific areas of expertise, including (but not limited to) patrol tactics, use of force, firearms, tasers, defensive tactics and customer service. Familiarizes new employees in Sheriff's Office policies and procedures, the geographical and cultural characteristics of the assigned area, and general methods to use in various situations.

- u. Performs specialized assignments as needed according to the employee's abilities and skills and the needs of the Sheriff's Office. These assignments include marine patrol, municipal contract deputy, civil process server, forest patrol, mountain bike patrol, field training officers, various instructors, and members of the SWAT team, Major Crime Team, Major Crash Team and the Search and Rescue Team.
- v. Supervises Sheriff's Office volunteers and cadets. Acts as Incident Commander at crime scenes, search and rescue incidents or disasters until relieved or designated by a supervisor.
- w. Attends regularly scheduled ongoing training. Attends 84 hours of training every three years in use of force, firearms and general law enforcement training as required for patrol deputies by the Department of Public Safety Standards and Training (DPSST).
- x. Required to occasionally take a patrol car home and be able to respond to emergencies from residence.
- y. Performs other related duties as assigned.

#### **JOB SCOPE:**

Position encounters a wide diversity of work situations which involve a high level of complexity. Complexity is due to the urgency, high risks and high rate of life threatening situations encountered in this position. Position determines own practices and procedures as well as operates from those previously established. Performs work independently with minimal supervision and little direction given.

#### **QUALIFICATIONS**

##### Specific Job Skills

Requires a working knowledge of administrative procedures, pertinent federal, state and local laws and ordinances sufficient to carry out duties. Requires good writing skills to prepare technical reports qualified for criminal prosecution. Requires excellent human relation skills to employ lines of questioning and resolve(s) confrontation in a professional and courteous manner. Requires ability to properly utilize police equipment such as handguns, rifles, taser, OC spray, batons and handcuffs. Required to be familiar with and able to use a variety of specialty software including Sheriff's Office report writing software, Law Enforcement Data System (LEDS) and Microsoft Office software. Requires ability to properly utilize police techniques, such as unarmed defense and proper levels of use of force. Requires ability to conduct investigation, collect, evaluate and analyze facts and to draw correct conclusions. Requires ability to understand and follow oral and written orders. Requires ability to handle extreme stress and make immediate decisions regarding life and property.

##### Education and Experience.

High School diploma or GED and two years college level education in law enforcement or related field, or, any satisfactory equivalent combination of experience and training which insures the ability to perform the work as determined by the Sheriff. Must meet minimum DPSST requirements. If non-certified in Oregon, must be able to complete the 16 week academy at DPSST. Must possess a valid Oregon motor vehicle license with good driving record, or ability to obtain within 30 days of date of hire. Required to obtain National Incident Management System (NIMS) certification. Must achieve and maintain CPR/first aid certification and become LEDS/NCIC certified.

##### Abilities.

Requires the ability to carry out the full scope of the position. Ability to exercise sound judgment in all situations. Ability to operate firearms; various camera systems including the digital in-car camera system; operate vehicles at normal and high speeds in all weather conditions under stress, operate radio equipment; utilize tasers and other less lethal tools, hand held GPS, email, voice mail, and computers including in-car Mobile Data Computers. Ability to obtain information through interrogations and observation and prepare information suitable for court cases. Ability to cope with stressful, dangerous and high liability situations with respect to individual rights. Ability to communicate clearly and effectively, both written and orally.

##### Physical Abilities.

Requires sufficient hand/eye coordination to operate police equipment, weapons, fire fighting equipment, boats and marine equipment; visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk and run while at work; ability to subdue a resistive or combative individual. Requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds. Sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers. Deputies assigned to Marine Patrol must be able to pass an 80 hour course on Marine Activities. Marine position also requires ability to withstand hazardous water conditions and must be able to swim. All deputies must attend Sheriff's Office physical abilities training (ORPAT). Deputies hired after July of 2007 must pass the ORPAT course in the time required by the DPSST and continue to pass annually to maintain employment.

#### **INTERPERSONAL SKILLS:**

Contacts are normally made with both Lincoln County employees and others. The majority of the contacts are face-to-face and frequently contains confidential/sensitive information. Contacts are normally made on own initiative. External contacts include the general public, Government and elected officials, courts, other law enforcement agencies, Prosecuting Attorneys, District Attorney and office.

**EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES AND SPECIAL QUALIFICATIONS REQUIRED:**

- a. Requires certification through Oregon DPSST within 18 months of hire.
- b. Attends 84 hours of training every three years in firearms/use of force and general law enforcement, as required for patrol deputies by the DPSST.
- c. Required to obtain NIMS certification.
- d. Requires successful completion of the Field Training Program.
- e. Requires a valid Oregon State Driver's license.
- f. Must be at least 21 years of age.
- g. Applicants must pass a medical exam and physical abilities test prior to appointment.
- h. Vision: Corrected vision must be at least 20/30 (Snellen) when tested using both eyes together.
- i. Hearing: Achieve a Speech Reception Threshold (SRT) of no greater than 25 db for each ear.
- j. Must be free of conviction of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one (1) year may be imposed; or of violating any law involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug. Dishonorable or undesirable discharge from the military is cause for disqualification.
- k. High School diploma or GED.
- l. Required to reside in Lincoln County within six months of employment.
- m. Required to be a citizen of the United States within 18 months of hire.

**JOB CONDITIONS:**

Shift work: days, swing, graveyard, rotating shifts, work on holidays, varying days off. Work is mainly outdoors, hazardous and potential high risk involved. Occasional contact with violent and combative individuals. Exposure to abusive language and threats. Potential for contact with persons infected with a variety of communicable diseases including Hepatitis B, HIV and AIDS. Is exposed to graphic and traumatic crime and crash scenes. Subject to call back at any time, including days off and holidays.

**ADA COMPLIANCE:**

Physical capability to handle high mobility demands and complex personal interactions.

- a. **Physical Ability:** Tasks involve the ability to exert very moderate to heavy physical effort in moderate to heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-200 pounds). Tasks involve the ability to walk, run and sit for extended periods.
- b. **Sensory Requirements:** Tasks regularly require visual perception and discrimination. Most tasks require oral communications ability. Most tasks require the ability to perceive and discriminate sounds.
- c. **Environmental Factors:** Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Lincoln County will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

**PERFORMANCE FACTORS NOT PREVIOUSLY IDENTIFIED IN THIS DOCUMENT:**

1. **Attendance and Dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
2. **Communication and Contact:** The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the County.
3. **Relationships with Others:** The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the County. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

## HIRING PROCESS FOR THE PATROL DEPUTY POSITION

*Please read both pages of this document carefully.*

**APPLICATION:** Completed applications are submitted to the Lincoln County Personnel Department located at 210 SW 2<sup>nd</sup> St, Newport, OR 97365. Faxed applications (541-265-4906) are accepted as long as the originals are mailed to the Personnel Department. The Personnel Department submits the applications to the hiring managers who select candidates for testing. Those not selected for testing are so notified by mail and the candidacy is terminated.

**TESTING:** There are two tests; the Police Officer Selection Test (**POST**) and the Oregon Physical Abilities Test (**ORPAT**).

**POST:** There is a fee for the POST-\$12.50.  
The POST is a written test and is given at the Personnel Department by a Personnel employee.  
There are four scored sections in the POST: Mathematics, Reading Comprehension, Grammar and Incident Report Writing.  
The candidate must achieve a passing grade of 70% on EACH SECTION of the POST to pass the test.  
If the candidate fails any section of the test, the candidate has failed the entire test and the candidacy is terminated.  
**If the candidate does not arrive on time to take the test and/or does not call the Personnel Department to cancel the testing appointment, that candidacy may be terminated.**

**ORPAT:** There is no fee for the ORPAT.  
The ORPAT is given at the Newport Armory by Sheriff's Office employees.  
The ORPAT is a physical ability test. To view a demonstration of the test, go to <http://www.oregon.gov/DPSST/AT/ORPAT.shtml>  
The ORPAT course must be completed in 5 minutes 30 seconds.  
**If the candidate does not arrive on time to take the test and/or does not call the Personnel Department to cancel the testing appointment, that candidacy may be terminated.**

**FIRST INTERVIEW:** The first interview is conducted at the Personnel Department and will include a panel made up of Sheriff's Office employees and one representative from the Personnel Department. The interview panel determines if the candidate moves on to a second interview. If the panel determines that the candidate should not move on to the second interview, the candidate will be notified by mail and the candidacy is terminated.

**SECOND INTERVIEW:** The second interview is conducted at the Lincoln County Sheriff's Office with the Patrol Commander. Prior to this interview, the candidate may be scheduled for a ride-along. This interview determines whether the candidate will go into background check. If it is determined that the candidate should not go into background check, the candidate will be notified by mail and the candidacy is terminated.

**BACKGROUND CHECK:** The candidate completes an in-depth background packet which includes personal and financial information. An investigator from the Sheriff's Office uses this background packet and other means to complete a thorough background check on the candidate. It is recommended that the candidate keep a complete copy of the background packet as it was submitted. The investigator submits the findings from the background check to the hiring manager. The hiring manager determines if the candidate should move to the final interview. If it is determined that the candidate should not move to the final interview, the candidate will be notified by mail and the candidacy is terminated.

**FINAL INTERVIEW:** The final interview is with the Lincoln County Sheriff. It will be at this interview that the hiring decision will be made. If the decision is to not hire, the candidate will be notified by mail and the candidacy is terminated.

- ***Testing may occur before or during the interview process and does not occur in a specific order.***
  
- ***The process is lengthy and can take anywhere from two to four months to complete.***
  
- ***If you have any questions regarding this process, contact the Lincoln County Personnel Department at 541.265.4157.***