

Winnebago County, Illinois – Sheriff's Office

JOB DESCRIPTION: Deputy Sheriff

Duties and Responsibilities Summary: The position of deputy sheriff is an established merited position. A deputy is routinely assigned to uniform patrol but may also be assigned to civil process, crime scene or other specialized position designated by the Sheriff. The deputy is under the direct command of a sergeant unless otherwise assigned to a specialized function. A deputy is charged with keeping the peace, enforcement of laws, prevention of crime, apprehension of criminals, and the general enforcement of traffic regulations and investigation in a designated area on an assigned shift or on special assignments.

A deputy must be sufficiently fit to perform all of the essential functions as listed. Sufficiently fit means employees are physically, mentally, and psychologically prepared and can perform the essential functions of their positions. A deputy must have regular and predictable attendance. A deputy must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. In addition, a deputy must behave in a socially acceptable manner. A duly appointed and qualified deputy may perform any and all the duties of the sheriff as provided by law and county ordinance.

A job task analysis conducted for the Winnebago County, Illinois Sheriff's Office revealed that deputy sheriffs perform approximately 103 essential functions which are fundamental job duties for performance of the position. They have approximately 31 other important functions which may or may not be performed every day and were not rated as essential, yet a deputy sheriff must be able to perform these duties as needed. There are numerous miscellaneous duties which are not done frequently and were not rated as critical to performing the job.

The essential job functions and important duties of a deputy sheriff in the Winnebago County, Illinois Sheriff's Office can be grouped into twelve (12) functional categories, one (1) equipment category, and one (1) Knowledge, Skills and Abilities category. The percent of items within each category deemed as essential or as other important functions of the job will be included in parentheses below. The ability to perform court duties (100%), arrest/apprehension duties (92%), investigation duties (92%) and traffic duties (90%) dominates. Other important areas include performing patrol duties (81%), physical duties (81%) and communications duties (70%). Writing reports is deemed as an essential function, but paperwork as a category (12%) is not dominant for the deputy sheriff. Areas which are not dominant for the position include administrative duties (24%), training duties (13%), and planning/organizing duties (5%). The area which is nonexistent for this position comprises community/public relations duties (9%).

On the following pages is a listing of the essential and other important functions of the position of deputy sheriff, a listing of the essential and other important equipment that deputy sheriffs must be able to use on the job and a listing of the essential and other important knowledge, skills and abilities of deputy sheriffs.

Essential Patrol Functions

Search persons, vehicles and places
Drive motor vehicle under non-emergency conditions
Patrol assigned area in a vehicle
Respond to calls
Make checks of various types of premises
Transport prisoners
Check condition/status of assigned patrol equipment
Drive motor vehicle under emergency circumstances
Warn offenders in lieu of arrest or citation
Administer first aid
Check schools, playgrounds, parks, recreation centers
Evacuate persons from dangerous area
Assist elderly or disabled persons

Other Important Patrol Functions

Patrol assigned area on foot
Advise vehicle owners to remove abandoned vehicles
Escort vehicles or persons
Check businesses for compliance with licensing requirements

Essential Traffic Functions

Enforce traffic and parking laws and ordinances
Request emergency assistance for accident
Administer roadside sobriety test
Investigate traffic accidents and aid the injured
Check vehicles for proper registration
Follow suspicious vehicles
Locate witnesses to accidents
Identify owner of vehicle involved in accident
Issue parking or traffic citations
Assist stranded motorist
Collect physical evidence from accident scenes
Measure skid marks
Control, regulate & direct traffic, vehicle & pedestrian
Operate breathalyzer test apparatus
Direct traffic using barriers, flares, hand signals
Issue citations for non-traffic offenses
Remove hazards from roadway

Other Important Traffic Functions

Arrange for obtaining blood/urine samples for sobriety test
Plan traffic patrol tactics

Essential Arrest/Apprehension Functions

- Capable of the use of deadly force and making deadly force decisions
- Identify and apprehend offenders
- Conduct frisk and pat down
- Handcuff suspects or prisoners
- Advise persons of constitutional rights
- Seize contraband
- Pursue suspect on foot
- Fires weapons on duty
- Pursue suspect in vehicle
- Organize and conduct photo or station-house lineups

Other Important Arrest/Apprehension Functions

- Check individual making bond for wants or warrants
- Participate in raids

Essential Physical Functions

- Perform a responsibility, duty, or task efficiently and safely
- Maintain target practice skills
- Subdue and arrest a resisting/attacking individual
- Clean and inspect weapons
- Encounter resistance during an arrest or in an emergency
- Encounter an armed suspect
- Recover weapon from suspect who gives it up voluntarily
- Perform an evasive maneuver to recover weapon from suspect
- Sit or stand for long periods of time
- Walk up and down flight of stairs
- Run fast for a short period of time to apprehend a suspect
- Run to person requiring emergency assistance
- Climb over obstacles such as fences, shrubs, ditches
- Run a distance of under 50 yards
- Walk for long periods of time
- Climb over obstacles lower than six feet
- Jump down from elevated surfaces
- Run a distance of over 50 yards

Other Important Physical Functions

- Force entry into buildings
- Pull self up over obstacles
- Lift, pick up and/or carry injured/deceased person
- Run for a long period of time
- Run about one mile
- Lift, pick up and/or carry heavy objects or equipment
- Drag injured/deceased person
- Climb through small openings (e.g., windows)

Essential Investigative Functions

- Investigate suspicious persons or vehicles
- Investigate crimes against persons and property
- Search premises or property
- Collect and preserve evidence
- Search crime scenes for physical evidence
- Investigate accidents
- Review information on criminal activity in area
- Locate witnesses to crime
- Secure accident, crime and disaster scenes
- Interrogate suspects
- Check stolen status on property through computer network
- Investigate complaints of drug law violations
- Diagram crime and accident scenes
- Make judgments re: probable cause for warrant-less searches
- Transport property or evidence
- Search for missing people
- Recover and inventory stolen property
- Estimate value of stolen or recovered goods
- Document chain of custody for evidence
- Trace stolen goods
- Conduct surveillance of individuals/locations

Other Important Investigative Functions

- Review crime lab reports, records to aid investigation
- Conduct background investigations
- Process crime scene, fingerprints, accident scene, etc.

Essential Communications Functions

- Talk with people to establish rapport
- Explain complaints to offenders, victims, witnesses
- Provide accurate oral descriptions
- Exchange information with other law enforcement officials
- Participate in meetings with other officers (roll call)
- Interact and work with citizens
- Advise victims, witnesses and offenders on legal procedures
- Mediate family disputes
- Conduct interviews
- Comfort emotionally upset persons
- Refer persons to agencies providing social services

Other Important Communications Functions

Contact higher level supervisors regarding problems
Conduct parent/juvenile conferences
Contact lower level supervisors regarding problems

Essential Community/Public Relations Functions

None found

Other Important community/Public Relations Functions

None found

Essential Court Functions

Testify in cases or hearings
Confer with prosecutors or city attorney
Read and review reports and notes for court testimony
Testify in criminal and civil court cases
Serve civil process papers and probate orders
Present evidence in legal proceedings

Other Important Court Functions

None found

Essential Planning/Organizing Functions

Perform special duties as assigned by superiors

Other Important Planning/Organizing Functions

None found

Essential Paperwork Functions

Write reports

Other Important Paperwork Functions

Prepare monthly activity reports

Essential Training Functions

None found

Other Important Training Functions

Train other personnel and new officers

Essential Administrative Functions

Determine whether incidents are criminal or civil matters
Serve subpoenas and search/arrest warrants
Place children in protective custody
Make judgments re: arrest/release of suspects/offenders
Request assistance from other agencies

Other Important Administrative Functions

Deal with barricade/hostage situations
Inform other units of major incidents
Review complaints; determine necessity of investigations
Conduct or supervise searches of property
Oversee and assist with accident reconstruction
Direct assisting officers or public service personnel
Organize surveillance of individuals and locations

Essential Equipment

Firearms (Handgun, Shotgun, Patrol Rifle)
Less-Lethal Weapons (O.C. Spray, Baton, Taser)
Handcuffs
Automobile
Flashlight
Computer
Mobile Data Terminal (MDT)
Breathalyzer

Other Important Equipment

Binoculars

Essential Knowledge, Skills and Abilities

Meet production standards established by management for the position
Meet efficiency standards established for doing a function
Act on your own; take charge when needed
Use good judgment in emergency situations
Manage time effectively
Recall directions and details
Speak clearly and concisely
Relate/explain information to others
Know city geography
Use tact and diplomacy in dealing with the public
Maintain control of emotions; keep feelings to self
Follow rules & obey orders without questioning authority
Adjust to changes in policies, procedures
Maintain confidentiality in the performance of duties
Use reasoning to solve problems
Determine priorities
Extract information from others
Know state laws
Do repetitive tasks
Use electronic police equip. (police radios/radar units)
Know rules and regulations, policies and procedures of the department
Know criminal justice system
Counsel, support and be empathetic toward others
Work under stressful conditions
Work with little or no supervision
Drive a car
Know traffic laws
Know radio codes and procedures
Work in uncomfortable weather/temperature conditions
Work alone with little personal contact
Learn/understand new regulations to enforce them
Know procedures for emergencies and unusual events
Work amid noisy conditions
Read and understand legal terminology
Know procedures to search & preserve crime scene
Know department policy & procedures on use of force & pursuit
Use a typewriter
Reconstruct and analyze an accident
Perform arithmetic calculations quickly and accurately
Know federal laws
Know gang and cult symbols and jargon

Other Important Knowledge, Skills and Abilities

Use computer equipment
Know city/county codes