

**LANCASTER COUNTY  
SHERIFF'S OFFICE**

**JOB DESCRIPTION**

**JOB TITLE: DEPUTY SHERIFF (UNIFORM PATROL)**

**GENERAL STATEMENT OF JOB**

Under-general supervision performs, general duty law enforcement work to protect lives, property and rights of the public for the Sheriffs office. Work involves answering complaint calls and patrolling the County in an official vehicle or on foot to deter crime or apprehend violators or suspects; investigating and securing crime scenes, and enforcement of all traffic and safety laws. The employee is also responsible for serving legal papers such as civil and criminal summonses, warrants, subpoenas, etc. Testifying in court. The employee must exercise tact and firmness in frequent public contact. The employee is expected to exercise independent judgment and initiative in performing assigned tasks. The employee is subject to the usual hazards of law enforcement work. Reports to the Lieutenant (Uniform Patrol).

**SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS**

Patrols the County; monitors radio calls; inspects troublesome areas and checks security of business establishments; answers complaint calls and assists in investigating crimes and disturbances; interview witnesses; gathers evidence; interrogates suspects; and makes arrests; prepare investigation reports.

Investigate accidents; performs first aid; secures and clears accident scenes; directs traffic.

Fingerprints and photographs suspects and crime scenes.

Serve legal papers such as summonses and warrants; explains briefly the meaning of the papers served and make arrests when necessary.

Appears in court as witnesses to give testimony; may confer with supervisory personnel for advice in complex cases.

Monitors vehicle speeds with radar; conducts criminal and driving checks; issues summons or warnings; operates Intoxilyzer 5000 if licensed by the Division of Consolidated Laboratory Services.

Prepare various reports and forms such as case files, offense reports, accident reports, tow sheets and cards, property vouchers, lab request, etc.

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Field Training Officers responsible for the training of new officers and for a special operations unit training.

Officers assigned with equipment/uniform maintenance responsibilities must maintain, account, issue, and order all types of uniforms and equipment for the uniform division.

### **ADDITIONAL JOB FUNCTIONS**

Escort funeral processions, parade, public figures and other special assignments.

May assist disabled motorists with simple repair work such as changing flat tires, unlocking doors, or by contacting others for assistance; may provide directions, answer simple inquiries, etc.

Reports unsafe conditions of streets, state highways, sidewalks, and public facilities. etc.

May participate in special public information programs such as seat belt safety campaigns, child fingerprinting projects, children's education, etc.

Notifies next of kin of fatalities and accident victims.

Calibrates speedometers on motor vehicles.

Maintains a police vehicle.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent. Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Must complete a law enforcement academy within twelve months of hire. Must be a minimum of 21 years of age. Must possess a valid driver's license issued by the Commonwealth of Virginia. The employee is required to have a pre-employment, post-offer physical examination. The employee may be subject to subsequent physical examinations to ensure he/she meets job related physical requirements.

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**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including a two-way radio, typewriters, calculators, copiers, etc. Must be physically able to operate a motor vehicle and operate a variety of firearms. Must be able to exert up to 150 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects or resisting individuals. Light work involves sitting most of the time, but may involve walking, standing, running or physical confrontations. Prolonged standing may be required during traffic control or surveillance during investigations

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, records and memorandums. Requires the ability to prepare reports, correspondence, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence. Speak and read English.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques. Requires the ability to make independent judgments in absence of supervision. Must be able to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and medical terminology, and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide. Must be able to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using an automated weapon. Must be able to operate a motor vehicle.

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**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, weapons, etc. Must have high levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via two-way radio.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of modern law enforcement practices and procedures. Has general knowledge of the standard practices, materials, techniques and equipment used in general law enforcement work. Has considerable knowledge of official policies and procedures. Has general knowledge of federal, State and local laws pertaining to law enforcement work. Has general knowledge of the geographic and socioeconomic layout of the County. Has some knowledge of the principles of supervision, organization and administration. Is skilled in the use of firearms and other law enforcement equipment. Is able to supervise and coordinate the work of subordinates and to instruct them in proper work methods and procedures. Is able to use sound judgment to act quickly and effectively in emergency and routine situations. Is able to prepare accurate records and reports. Is able to exercise tact, firmness and fairness in contact with the general public. Is able to establish and maintain effective working relationships necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all agencies, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

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**Attendance:** Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice with respect to vacation time and time-off requests. Reports to work on time.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specify decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarifications of results or consequences are justified, i.e., poor communications, variances with policy or procedures, etc.

**Relationships with Others:** Shares knowledge with supervisor for mutual benefit. Contributes to maintaining high morale among all agency employees. Develops and maintains cooperative and courteous relationships with agency employees and managers in other offices, to project a good agency image. Tactfully and effectively handles requests, suggestions and complaints from other agencies and persons in order to maintain good will within the agency. Emphasizes the importance of maintaining a positive image within the agency. Interacts effectively with fellow employees, administrators, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attend meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.