

Job Title:

York County Job Description

Job Title: Deputy Sheriff

Revision Date: June 4, 2009

Full time **Part time**

Hours of Work: Varies

Hours per week: 40

Shift: Varies

Department No: 51

Department Name: Sheriff's Office

Reports to (title only): Chief Deputy-Operations

To be completed by the Human Resources Department:

FLSA Status: Exempt Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

A brief description that summarizes the overall purpose and objective of the position and the results that are expected.

The Purpose of the York County Sheriff's Office Deputy Sheriff is to serve and support the citizens of York County and the Justice System through efficiency and professionalism. To provide care and secure custody of detainees, security of courthouse facilities, safety of employees and citizens, and to serve warrants and civil process in a diligent manner while protecting and respecting the rights of all.

ESSENTIAL REQUIREMENTS

Requirements are representative of minimum experience, training, knowledge, skills and abilities.

- Requirements are representative of minimum knowledge, skills, and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty ***proficiently***, and comply with county policies and procedures, as outlined in the York County Sheriff's Office policy manual and York County Employee Handbook.
- Must successfully complete Deputy Sheriff's training standards as established by PA Commission on Crime and Delinquency
- Must successfully complete all York County Deputy Sheriff's training, as assigned by the training division of the York County Sheriff's Office.
- The position of Deputy Sheriff is a law enforcement position requiring advanced education and/or experience and training. A Deputy Sheriff is a sworn law enforcement officer charged to uphold the laws of the County of York, the Commonwealth of Pennsylvania and the United States of America.

Qualifications

- Individuals within the position shall be twenty-one years of age or older
- In good physical condition with weight and height requirements of comparable normality. Must be able to pass the physical agility requirements as mandated by the Deputy Sheriff's Academy as a prerequisite for employment
- Possess a valid Pennsylvania operator's license
- Not have any prior pending criminal record and/or conviction(s), other than minor traffic violations or have any pending civil actions
- High school diploma or equivalent and advanced education or training within a certified law enforcement program, or a degree in criminal justice (or related field of study) or a combination of work experience and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must be able to complete Basic new hire training (pre-academy) consisting of:
 - a. 40 hour firearms Certification
 - b. OC Certification
 - c. Expandable Baton Certification
 - d. Nims 100 and 700 Certifications
 - e. CPR and Basic First Aid Certification
- Must be able to complete Courtroom Security Procedures 80 F.T.O. Hours
- Must be able to complete Central Booking Procedures 160 F.T.O. Hours
- Must be able to complete Prisoner Transport Procedures 24 F.T.O. Hours
- Must be able to complete Civil Process Procedures 160 F.T.O. Hours
- Must be able to complete Warrant Process Procedures 80 F.T.O. Hours
- Successfully complete a one-year probationary period of employment.
- Act as a representative of the Sheriff with his same authority
- Attend and successfully complete the state mandated 19- week Deputy Sheriff's Basic Training Academy and be issued an Act 2 certification number by the Deputy Sheriff's Education and Training Board within one year of date of hire.

The academy consists of 760 hours of training which includes the following courses:

○ Introduction To Criminal Justice System	12 Hours
○ Unified Court System Of Penna.	8 Hours
○ Courtroom Security	8 Hours
○ Civil Law & Procedures	61 Hours
○ Crimes Codes & Criminal Procedures	60 Hours
○ Other Legal Issues	8 Hours
○ Physical & Judicial Security	16 Hours
○ Prisoner Transport	12 Hours
○ Advanced First Aid / CPR	49 Hours
○ Crisis Intervention	16 Hours
○ Families in Crisis & Domestic Violence	8 Hours
○ Firearms Safety & Proficiency	20 Hours
○ Firearms Qualifications	60 Hours
○ Control & Defensive Tactics	56 Hours
○ Less than Lethal Weapons	10 Hours
○ Emergency Vehicle Operation	40 Hours
○ Communications	30 Hours
○ Cultural Diversity	8 Hours
○ PA Anti-Terrorism Training	16 Hours
○ Special Needs Groups	4 Hours
○ Ethic & Prof. Development	16 Hours
○ Physical Conditioning	48 Hours
○ FAA Flying while Armed	2 Hours
○ PA Motor Vehicle Code	56 Hours
○ Motor Vehicle Accident Investigations & HAZMAT	24 Hours
○ Patrol Operations	60 Hours
○ Criminal Investigations	44 Hours
○ Law Enforcement Technologies	8 Hours

- Must be able to acquire electronic incapacitation devices certifications (Taser, Ice Shield, React Belt, etc.) and re-certifications
- Must be able to complete annual firearms qualifications
- Must be able to complete bi-annual OC certification
- Must have and maintain certification of the JNET system.
- Must be able to display knowledge of sheriff's computer S-drive (access and use)
- Must be able to operate the Live Scan and C-Pin equipment. (fingerprint / photograph processing)

- Must be able to conduct warrant searches utilizing all available computer resources.
- Must be able to operate desktop computers, fax machines, copiers and other standard office equipment.
- Issue permits to carry firearms and perform background investigations
- Issue firearm licenses to county firearm dealers
- Must be able to react quickly and calmly to emergency situations and must possess good communication skills
- Must be able to learn and understand the operation of Mobile Data Computers (computers installed in vehicles equipped with Computer Automated Dispatch)
- Must be able to learn and understand the operation of the MA/COM P25 trunked radio system. Use proper radio procedures as describe by the Sheriff's Office and the York County Department of Emergency Services
- Must be able to maintain Deputy Sheriff Act 2 certification by completing required update training every two years. (20 hours of training)
- Must be able to work cooperatively with other police departments and law enforcement agencies on related tasks and details
- Must have the ability to learn within a short period of time the variety of rules and procedures related to his/her duties
- A deputy sheriff will, at all times whether on or off duty, adhere to all policies of the Sheriff's Office as recorded in the Rules and Procedures Manual
- Must be able to work with minimal supervision and make proper notifications when required. A deputy sheriff must be able to take and follow orders
- Must be able to work well with the public and possess a professional demeanor at all times
- Must be able to conduct prisoner transports to and from correctional facilities, detention centers, medical facilities, police departments, and all other associated places of business
- Must be able to search prisoners and inventory property.
- Must be able to collect fines, costs, bail, and collateral payments and issue receipts when necessary
- Must be able to use prisoner emergency restraint chair in a proficient manner

- Must have working knowledge of the video arraignment process
- Must have knowledge of process to register Megan's Law offenders
- Must be able to provide security for court proceedings ensuring a safe environment for the judges, court personnel, juries, victims, witnesses, prisoners, and all others
- Must be able to perform inspections of courtrooms and prisoner holding cells
- Must be able to assist other departments in county facilities with security
- Provide assistance to other agencies such as Probation, Domestic Relations, District Attorney's Office, and Children and Youth Services
- Must have a working knowledge of different types of warrants and detainers to ensure proper service and processing
- Must possess the knowledge of all paperwork involving the release, incarceration, and transportation of prisoners
- Must be able to restrain prisoners via handcuffs, shackles, and associated equipment. A deputy sheriff may require physical effort in restraining and subduing individuals. These types of tasks may prove to be hazardous
- Must be able to safely operate motor vehicles assigned to the Sheriff's Office. This includes transporting prisoners and if necessary emergency response modes
- Must be able to operate security equipment with the capability to analyze and recognize items as they pass thru the X-Ray Machines.
- Must be able to stand for long periods of time while assigned to security details
- Must be able to serve subpoenas, levies, possessions, judgments, break and enter orders, garnishments, mortgage foreclosures, sale notices, seizures, protection from abuse orders, indirect criminal contempt complaints, and domestic relations notices
- Must be able to conduct personal property sales
- Must be able to complete certified bike school and conduct bike patrols in assigned areas
- Must be able to perform foot patrol during scheduled shift
- Must have the ability to properly monitor and control inmates at court proceedings

- Must be aware of safety procedures for staff and inmate injuries. In addition, must have the ability to learn and practice methods of emergency first aid and CPR
- Must be able to work and communicate in conjunction with the corrections officers at York County Prison
- Must be able to complete criminal complaints, traffic, and non-traffic citations
- Must have the ability to read and comprehend the PA Crimes Code, PA Vehicle Code, and PA Laws of Criminal Procedure
- Be able to follow all safety regulations when processing and handling evidence
- Be able to count and record large sums of currency, print & complete legibly all required documentation pertaining to the security of currency.
- Must have the ability to read, understand, and follow all procedures pertaining to the processing and handling of seized weapons upon arrest or execution of a Protection From Abuse Order
- Be able to safely secure and unload all weapons, handling all weapons in a safe manner
- Complete incident reports involving criminal and non-criminal activity. He/she must have the ability to recall detail and write in a grammatically correct manner that communicates all points in an understandable way to the reader of said documents
- Testify in court proceedings
- Prevention of crime, including detection and apprehension of criminals. To examine any person whom is believed to be engaged in unlawful activity and investigate or assist the proper agency in the investigation of such persons or activity within the scope of his/her authority
- Must comply with and enforce laws, ordinances, rules and regulations with firmness and impartiality in a manner that brings no disrespect to the Office of Sheriff

The above qualifications, job description, and duties of a deputy sheriff with the York County Sheriff's Office have been adopted and approved by Sheriff Richard P. Keuerleber on 04 June 2009.

• **ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS**

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
- Recognition of Signs/Symbols
- Simple Reading
- No Reading Skills Required

4. Hearing

- Ability to Hear Required
- Limited Hearing
- Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
- Building Only
- Work Area
- Room Only

9. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

10. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

11. Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

12. Bending

- Knees and Waist
- Waist Only
- Knees Only
- No Bending Required

13. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

14. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.