



**St. Lucie County Sheriff's Office
Job Description**

DEPUTY SHERIFF - DEPARTMENT OF LAW ENFORCEMENT

Job Code - 112

General Description of Duties

This is law enforcement and public safety work in the protection of life and property through the enforcement of laws and ordinances. Employees in this classification perform work in varied law enforcement assignments, including but not necessarily limited to, motorized patrol, traffic control and enforcement, preliminary and follow-up investigation at crime scenes, courthouse and port security, vessel patrol, scuba diving, K-9 handling, serving writs, other court process actions, and assistance in public safety education and community service programs. Work involves an element of personal danger and employees must be able to act without direct supervision and to exercise independent discretion in addressing emergency situations. Work assignments and instructions are received from an administrative superior who reviews work methods and results through observation, reports and conferences. Incumbents perform essential class functions as outlined herein according to functional area of assignment. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Performs law enforcement patrol activities including, but not necessarily limited to, teletype checks of property or person; records checks on firearms, stolen equipment or wanted/stolen vehicles; assessments of driver's operational capacities; transportation of mental patients, prisoners or suspects; felony stops; Be On the Look Out (BOLO) reviews; searches for missing, lost or wanted persons; separation of persons involved in domestic disputes; dwelling, building or grounds inspections; vehicle pursuits; detainment of suspect vehicle drivers; alarm responses; arrest approach and methods planning; arrests; searches of persons, places and property; riot control; subdues resisting offenders using force where appropriate up to and including deadly force.

Performs law enforcement investigations including, but not necessarily limited to, recording identifying marks on vehicles, firearms and other objects; preparing and distributing BOLO reports of wanted notices; coordinating activities at accident, crime or investigation scenes; searching buildings or grounds for suspects; establishing identity of suspects; selecting approach and methods for conducting searches; collecting and transporting of crime scene evidence or property; protecting or securing accident, crime or investigation scenes; identifying persons through records, pictures, or identification media; showing mug shots to witnesses or victims; conducting photo lineups; researching agency records; checking establishments for wanted or missing persons; gathering intelligence on known or suspected offenders; conducting interviews; interrogating suspects; recording sworn statements, formal confessions or

depositions; preparing reports or affidavits; presenting testimony and evidence in both civil and criminal court.

Functions in a public safety capacity including, but not necessarily limited to, moving abused persons to safe environments; obtaining information on injuries to victims and suspects for reports; conducting presentation before public groups; assisting and referring mentally ill, indigent and other persons evidencing need of assistance; physically moving persons, vehicles and other property from unsecured locations; administering first-aid to injured persons; administering CPR procedures on appropriate persons; providing security for special functions.

Performs traffic related activities including, but not necessarily limited to, examining abandoned vehicles; investigating requests for vehicle tows; informing vehicle owners of legal obligations or procedures regarding vehicle removal; gauging speed of moving vehicles; directing traffic on land or water; observing traffic for violations; conducting traffic stops; investigating and reporting hazardous roadway or waterway damage; controlling parking; issuing citations or warnings; advising offenders in lieu of arrest or citation; rescuing or assisting in rescues of trapped persons; informing persons in accidents regarding reporting and information exchange procedures; explaining legal obligations to vehicle operators; conducting accident investigations; administering field checks to drivers suspected of being under the influence of alcohol or controlled substances.

Performs court process actions, including but not necessarily limited to, serving and accounting for exparte injunctions, eviction notices, enforceable writs and other process actions within the area of assignment; reading and comprehension of legal and non-legal documents including the preparation and processing of such documents as citations, affidavits and warrants.

When applicable to area of assignment, operates a law enforcement vehicle; may be assigned to operate aircraft; may be assigned to operate marine vessels; may be assigned to mounted unit.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or equivalent; experience in law enforcement, investigations or security work preferred; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Minimum nineteen (19) years of age at time of appointment; certification from the Florida Department of Law Enforcement (FDLE), Division of Criminal Justice Standards and Training Commission (CJSTC); possession and maintenance of a valid Florida driver's license throughout employment without any restrictions that may affect ability to perform the essential functions of the work as outlined herein. Depending on functional area of assignment, additional licensure, certification, or training will apply to meet and maintain compliance with established regulatory standards, e.g., (including but not limited to) marine patrol, aviation, and SCUBA.

PHYSICAL REQUIREMENTS

Compliance with minimum training and standards of an accredited certification institution as set forth by the FDLE, CJSTC. Tasks include a criticality component, in responding to crime scenes or other critical incidents, whereby incumbents are required to maintain physical abilities consistent with CJSTC standards in order to perform essential duties as outlined herein on an as needed basis. Emphasis does not consider percentage (%) of time allocated to performing essential functions. Rather incumbents maintain CJSTC physical standards in order to perform essential functions at any point during compensatory time regardless of allocated percentage (%) of time to any one duty.

Depending on functional area of assignment, the following physical requirements may apply:

Tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of extremely heavy objects (150+ pounds), such as in

the event of chasing and subduing a suspect resisting arrest. If assigned to the Motor Unit, tasks involve the ability to lift and maneuver a motorcycle weighing at a minimum of (750) pounds.

Tasks may involve standing, sitting or walking for long periods of time. Some tasks are performed with potential for intermittent exposure to disagreeable elements including, but not limited to, heat, humidity, inclement weather, loud noise, toxic/chemical agents, electrical currents, pathogens, violent behavior, weapons, explosives, animals. Tasks include working around moving parts, vehicles, equipment, carts, and materials handling, where extremely heightened awareness to surroundings and environment is essential in the preservation of life and property. Tasks may include regular exposure to traffic conditions, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Standard body gear and equipment applies in the preservation of life and property, as does special equipment based on assignment including, but not limited to, various types of body armor and safety gear.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, 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.

The St. Lucie County Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.