

DEPUTY SHERIFF - CORPORAL

GRADE PS11

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate protective service work involving a variety of general or support duty assignments; does related work as required. Much of the work is performed under emergency conditions and involves considerable personal hazard. Work is performed under regular supervision. Limited supervision is exercised over assigned personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Enforcing laws; investigating criminal activities; ensuring safety of the public; performing crime prevention tasks; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Leads staff and assists in supervising and directing assigned staff; processes employee concerns/problems; counsels, disciplines and trains assigned personnel.
- Patrols an assigned area of the County; answers complaints and requests for assistance; investigates crimes and disturbances; interviews witnesses; questions suspects; collects, photographs, secures and labels evidence; makes arrests; testifies in court.
- Receives and files reports of crimes; maintains logs and reports of gas mileage, vehicle maintenance and shift activities.
- Enforces motor vehicle and criminal code; enforces and upholds all laws and ordinances as set forth by the Commonwealth of Virginia and the County.
- Serves various types of civil and criminal papers.
- Cooperates with law enforcement personnel or other governmental agencies in making investigations and arrests.
- Transports prisoners, mental patients, and intoxicated persons to institutions for confinement or treatment.
- Provides protective escort; maintains order at public gatherings; directs traffic; escorts funeral processions.
- Maintains, cleans, and stocks law enforcement vehicle.
- Investigates accidents and criminal activity; processes arrested persons; fingerprints and searches arrestees; searches vehicles for evidence and contraband; searches for wanted or missing persons.
- Assists disabled motorists; removes disabled vehicles, debris and/or livestock from roadway; investigates suspicious vehicles.
- May be assigned to a variety of collateral duties such as courtroom security, prison transport, D.A.R.E., school resource officer, detention officer, field training officer, instructor, emergency response team, work release, electronic incarceration, etc.
- Processes and serves all legal documents requesting Sheriff's service
- Provides security in court room, operates metal detection, responsible for movement and confinement of prisoners under control while at the courthouses.
- Oversees work of civil process and court security deputies.
- Enforces all regulations, general orders, and policies/procedures of the Sheriff's Office.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the rules and regulations of the Sheriff's Department; general knowledge of modern law enforcement methods and procedures; general knowledge of investigative techniques of identification; general knowledge of the geography of the County and the location of important buildings; ability to understand and carry out oral and written instructions; ability to assign, instruct and review the work of subordinates; ability to deal firmly and tactfully with the public; possession of physical agility and endurance; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from high school. Must possess a Department of Criminal Justice Services (DCJS) Jail and/or Law Enforcement certification and have at least two years of service as a Deputy Sheriff with the Fauquier County Sheriff's Office. Current service as a Deputy Sheriff – Master with supervisory and leadership experience preferred.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement Certificate issued by the Commonwealth of Virginia. Possession of or ability to obtain specific certifications depending on departmental assignment. Must meet and maintain minimum qualifications for the position established by the department and the Commonwealth of Virginia. Must have current DCJS Jail and/or Law Enforcement certification. Must have ability to pass physical.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

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