

Monroe County Sheriff's Office

CLASS TITLE: Deputy Sheriff

Pay Range: Fraternal Order of Police
Exempt: No
Shift(s): 12 HR w/o Holidays or 8.5 w/o Holidays

This class involves law enforcement work in protecting the public and preserving the peace while serving in a variety of assignments within the Sheriff's Office. The work involves responsibility for carrying out assigned duties in the areas of road patrol, beach security, criminal investigations, internal affairs, civil process, transportation, public information, traffic enforcement, training, court security, airport security, career development, internal affairs investigations, school resource officer, or other areas deemed appropriate by supervisors. Positions in this class typically operate singly, but may operate with others. Deputies interpret and enforce all applicable laws and ordinances in the State of Florida, Monroe County, and other applicable statutes, general orders, special instructions, and policies and procedures of the Sheriff's Office. Unusual situations and serious matters are referred to supervisors for action or guidance. Work is performed under general supervision of a Commander, Director or Supervisor who reviews work through reports, conferences, inspections, and observations of actions and results.

QUALIFICATIONS REQUIRED:

High school diploma or possession of an acceptable equivalency diploma. Completion of the Basic Law Enforcement Academy or prior law enforcement or other criminal justice experience.

JOB COMPLEXITY:

Individual must apply knowledge of law enforcement procedures as they relate to the interpretation and enforcement of all applicable laws and ordinances.

CONSEQUENCE OF ACTIONS:

Individual may be required to make decisions and handle unusual situations independently.

ASSETS:

Work requires limited responsibility for significant assets.

WORK CONTROLS:

Generally the work is performed independently. Some unusual and difficult situations may be handled under the general supervision of a Sergeant-Law Enforcement:

- 100% of the time is spent on various law enforcement duties: **Percentages will vary depending on the duty assignment and/or circumstances.**
- The apprehension and arrest of law violators or suspected law violators.
- Conducting criminal investigations.
- Enforcement of local, state and federal laws.
- Ensuring the standards of public safety.

PERSONAL CONTACTS:

Work involves contacts with a variety of people; some contacts may be difficult requiring the worker to use considerable tact and skill or commands or force to obtain what is desired.

SAFETY OF OTHERS:

Position involves responsibility for the safety of citizens and for the enforcement of the laws and standards of public safety.

PHYSICAL EFFORT:

Occasionally, the work may require strenuous physical effort such as heavy manual work, or physically controlling others.

- Light (up to 15 pounds) to heavy (50 pounds and over) lifting and carrying.
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.
- Reaching, pulling, pushing, climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running and driving.
- Depth perception, distinguish colors.
- Acceptable eyesight (with or without correction).
- Acceptable hearing.

HAZARDS:

Generally, the work involves considerable risks requiring the worker to observe safety precautions and use extreme care in performing job duties.

- May be exposed to Blood and Viral Pathogen Risk.
- Biohazards waste.

WORK ENVIRONMENT:

Occasionally, work may be performed in conditions that cause discomfort and unpleasantness.

- Work inside.
- Work outside in various weather conditions with: noise, fumes, gases, smoke/flames or other odors.
- Slippery surfaces, uneven surfaces, heights, poor lighting.
- In or moving objects or vehicles.
- In hazardous and stressful conditions.

SUPERVISORY AUTHORITY:

Work does not involve any significant supervisory authority.

PERSONNEL SUPERVISED:

Work does not involve the supervision of Sheriff's Office personnel.

ESSENTIAL JOB FUNCTIONS:

Performs patrol duties to prevent and detect violations of the law.

Must be able to meet physical requirements and standards.

Must be able to work days, nights, week-ends, holidays and extra shifts.

Responds to numerous emergency and routine calls from the public ranging from domestic complaints, accidents, fires and criminal actions in progress; assists in settling complaints, arrests offenders, collects and preserves evidence, prepares reports and testifies in court as required.

Responds to traffic accidents and may be required to assist other law enforcement agencies with traffic incidents. May be required to arrange for ambulances to assist sick and/or injured.

Represents the State of Florida in requested or mandatory court hearings or judicial proceedings at traffic, misdemeanor or felony level.

Must be able to work during the event of all emergency situations such as Hurricanes, etc.

Assists citizens in preparing criminal affidavits in conjunction with the complaints of criminal activity.

Initiates criminal investigations from information developed from sources other than the ordinary citizen

complaint.

Investigates crime scenes, collects and preserves evidence, develops prints, photographs, sketches and descriptions of scenes; submits evidence to laboratories for further analysis; interviews witnesses and interrogates suspects to develop information and evidence in criminal investigations.

Conducts surveillance to gather evidence for search warrants in order to prevent potential crimes from happening such as burglaries, robberies and thefts.

Serves civil papers (subpoenas, summons, executions, and evictions) on citizens, law enforcement officers, corporate officers or others; makes personal contact with individuals at their home or place of business; processes papers for criminal actions.

Transports inmates to prison, the courts, or to health facilities; assists in the extradition of prisoners in other counties or states.

Provide information and statistical data and other related information concerning the Sheriff's Office.

Makes presentations to the public dealing with various categories of crime and crime prevention; establishes "crime watch" groups throughout a district to aid in the prevention of such crimes as burglary and assault.

Visits local schools and presents safety programs to youths.

While attending the Basic Law Enforcement Academy you will go through a defensive tactics training class - that includes hand-to-hand combat and defensive maneuvers on individuals 100 - 200 pounds larger. In addition, there will be fire arm training - including shooting a semi-automatic (up to a 1000 rounds per day). Also, running, swimming and doing calisthenics will be performed during the Academy.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of law enforcement procedures as they relate to the interpretation and enforcement of all applicable laws and ordinances, particularly those dealing with civil and criminal processing, transportation of prisoners, public information, traffic enforcement, criminal and civil investigations, and road patrol.

Knowledge of policies, rules, regulations, and procedures governing law enforcement operations within the Sheriff's Office.

Knowledge of crime prevention techniques and the procedures for the collection and preservation of evidence at the crime scene.

Knowledge of the geography, physical and social characteristics of the Sectors to which assigned.

Knowledge of community resources and organizations which may be called upon in an emergency such as shelters for abused spouses.

Knowledge of law enforcement communications and record keeping procedures and operations; of federal, state and other local law enforcement agencies.

Skill in operating a variety of technical equipment related to law enforcement.

Ability to read, write and speak effectively.

Ability to communicate effectively both orally and in writing.

Ability to respond quickly in emergencies, to exercise sound judgment and act decisively in emergency situations; and to administer first aid and other life saving procedures.

Ability to act forcefully and to use physical restraint when called upon.

Ability to enforce the law impartially and with proper regard for all legal procedures and safeguards governing the work.

Ability to read, understand, interpret and apply court rulings, general policies and written instructions as they apply to the work.

Ability to communicate effectively with the public, prisoners, and other law enforcement officers within and outside the organization.

Ability to make formal presentations to the public or in the classrooms; and to interview and interrogate effectively.

SPECIAL REQUIREMENTS:

Must have completed State-approved training and be certified as a law enforcement officer in compliance with the requirements of the State of Florida.

Must be able to complete specialized courses: Homicide, Criminal Investigations, Field Training Officer, SRO, Crime Prevention or any other training as required.

Must demonstrate proficiency in the use and care of law enforcement equipment, including firearms, vehicles, radio, radar and similar equipment.

Must possess a valid driver's license issued by the State of Florida.

Must be in excellent physical condition upon appointment and maintain good physical condition throughout term of appointment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, national Origin, sex, religion, age or disability in employment or the provision of services.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

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