

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Sheriff's Office	Unit: Law Enforcement
Name:	Position Title: Road Deputy
Class Title: Road Patrol Deputy	Class Number: 41131

Dept./Div.: Patrol	Civil Service Status: Classified
Reports To: Patrol Sergeant	Employment Status: Full-Time
Pay: Collective Bargaining Agreement	FLSA Status: Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training or experience in law enforcement; must possess a valid Ohio vehicle operator's license and Ohio Peace Officer Training Council Basic Police Certification.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio vehicle operator's license with an acceptable driving record; Ohio Peace Officer Training Council Basic Police Certification

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Patrol vehicle, doppler traffic radar, handgun, shotgun, computer, telephone, two-way radio.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

Occasional: Exposure to constant or intermittent loud noise; exposure to fumes, noxious odors, dusts, mists, gases and/or poor ventilation; exposure to possible electric hazards; exposure to toxic, caustic or hazardous substances; exposure to flammable and/or combustible substances; exposure to bodily waste, tissue or fluids; exposure to fire.

Periodic - Contact with potentially violent or emotionally distraught persons; works in or around crowds.

Frequent - Exposure to hot, cold, wet, humid or windy weather conditions; operates or works in proximity to moving motor vehicles

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Agency:	Sheriff's Office	Unit:	Law Enforcement
Name:		Position Title:	Road Deputy
Class Title:	Road Patrol Deputy	Class Number:	41131
Supervisor's Title:	Patrol Sergeant	Class Number:	41132

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

75% (1) Patrols assigned area to maintain order; responds to emergency calls and citizen complaints; enforces traffic laws; provides security inspections of public and private facilities; provides assistance to the public; conducts initial investigations and continuing criminal investigations as assigned; transports prisoners; assists with crowd and traffic control at major accidents, incidents and disasters.

(1) **Knowledge of:** (a)*;(b); (c); (d); (e); (f); (g); (h); (i).
Skill in: (j); (k).
Ability to: (l); (m); (n); (o); (p); (q); (r); (s); (t); (u).

15% (2) Maintains records and prepares reports of daily activity, complaints received, investigations and arrests; appears in court to provide testimony; serves warrants and civil papers.

(2) **Knowledge of:** (a)*;(b); (c); (d); (e); (f); (g); (h); (i).
Skill in: (j).
Ability to: (l); (m); (n); (o); (p); (q); (r); (s); (t); (u).

OTHER DUTIES AND RESPONSIBILITIES.

5% (3) Maintains personal uniform and equipment to ensure operational readiness.

(3) **Knowledge of:** (a)*
Skill in:
Ability to: (l); (p); (u).

5% (4) Assists with processing prisoners on arrival at jail.

(4) **Knowledge of:** (a)*;(b); (c); (h); (i).
Skill in:
Ability to: (l); (m); (n); (o); (p); (q); (r); (s); (t); (u).

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) organizational policies and procedures*; (b) geographic layout of jurisdiction; (c) law enforcement procedures and methods; (d) federal, state and local laws; (e) law enforcement equipment and weapons; (f) security practices and procedures; (g) investigation techniques; (h) arrest procedures; (i) justice system.

Skill in: (j) motor vehicle operation; (k) operation and care of firearms.

Ability to: (l) carry out detailed but basic written or oral instructions; (m) recognize unusual or threatening conditions and take appropriate action; (n) prepare accurate documentation; (o) compile and prepare reports; (p) communicate effectively; (q) develop and maintain effective working relationships; (r) resolve complaints; (s) travel to and gain access to work site; (t) demonstrate physical agility; (u) regularly and predictably work scheduled shift.