



TILLAMOOK COUNTY
201 Laurel Avenue
Tillamook, Oregon 97141
(503) 842-3418

JOB CLASSIFICATION DESCRIPTION

Job Title:	Criminal Deputy	Union:	Teamsters
Department:	Sheriff	WC Code:	7720, 7090J (Marine)
Reports To:	County Sheriff	Approved Date:	08/17/2021
FLSA Status:	Non-Exempt	Approved By:	Erin Frost
Pay Grade:	TA		

SUMMARY:

This classification performs law enforcement duties to ensure protection of life, property, and civil rights of citizens by investigation of crimes, complaints, and other matters that relate to public welfare; investigates traffic accidents and boating accidents; and maintains appropriate record keeping.

DUTIES/RESPONSIBILITIES:

(Duties assigned to this position are not all inclusive. Additional duties may be assigned.)

Essential Functions

- Engage in traditional law enforcement patrol duties including, but not limited to: Patrol State, County, and forest roads and highways, waterways, business and residential areas, campgrounds, recreation areas, trails, boat launches, marinas, and waterways in the enforcement of traffic and criminal law, water safety laws and regulations. Conduct security checks; issue citations; serve warrants of arrest, summons and civil process papers. Ability to testify credibly as a witness in court and administrative proceedings.
- Respond to and investigate to persons engaged in criminal conduct. Respond to law enforcement needs including traffic and boating accidents, crimes, and complaints, and issue related citations or make appropriate arrests. Conduct investigations; gather statements of offenders and witnesses. Arrest and book suspects. Receive evidence which includes fingerprints, photos, etc., and assure chain of control.
- Transport suspects, prisoners and persons to various locations by motor vehicle. Maintain a valid driver's license.
- Respond to and assist in a variety of public safety emergencies. Assist in search and rescue operations.
- Prepare reports and maintain accurate records necessary for efficient investigations, crime prevention, prosecution and office procedures.

Other Functions

- Maintain, clean and service police equipment, vehicles, and boats.
- Represent the Sheriff's Office to the public and at meetings, answer questions, educate the public, interpret laws, ordinances, rules, and regulations.
- Serve as training officer to new reserve officers. Prepare and conduct training.
- Other duties may be assigned.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

Knowledge: Considerable knowledge of Federal, State and County rules, regulations, and ordinances that govern law enforcement activities; considerable knowledge of policies, procedures, and practices of modern law enforcement in areas of crime prevention, criminal investigation, identification and apprehension, civil rights, laws of search and seizure, rules of evidence and the care, control, custody and transportation of prisoners; considerable knowledge of general procedure used in court system and of

the nature of legal evidence; considerable knowledge of boating laws; considerable knowledge of federal timber lands and laws relating to timber harvest.

Skills: Skill in meeting and dealing with a wide variety of people; use of firearms, vehicles, communication equipment and other departmental equipment; report writing and statistical data compilation; interviewing and listening; automated equipment and systems.

Abilities: Able to communicate effectively in both oral and written forms; analyze law enforcement problems in the area of assignment to enforce laws and to think and act quickly, calmly, and efficiently in emergency and other conflict situations; prepare reports and collect evidence; educate the public; coordinate search and rescue efforts, read maps; remain calm and use good judgement during confrontational or high-pressure situations; utilize problem identification and resolution techniques and make decisions independently in accordance with established policy and procedures and use initiative and judgement in completing tasks and responsibilities; courteously meet and deal effectively with other employees, judges, district attorney, attorneys, other law enforcement agencies, federal, state and local agencies, public agencies, community organizations, physicians, schools, correctional facility Adults in Custody (AIC), advisory committees, forestry boards and the public. As an essential function of the position, employee must adhere to a code of conduct and ethics as established by the County, DPSST and rules of Oregon law with the ability to maintain the status of honesty, non-discriminatory behavior, and credibility in all matters including legal proceedings.

REQUIRED EDUCATION/EXPERIENCE:

To promote enforcement of the law by improving competence of police officers, parole and probation officers and corrections officers, the Board on Police Standards and Training establishes 1) training standards for physical, emotional, intellectual and moral fitness, and 2) reasonable minimum training for all levels of career development, basic through advanced certifications. Furthermore, all appropriate employees are required to participate in mandatory department training in areas of new law updates, physical fitness and firearms.

Minimum standards for employment as a law enforcement officer, as well as experience and training requirements for certification levels, are established in the Board of Public Safety Standards and Training Act, ORS 181.610-690, and reprinted in the Board of Public Safety Standards and Training Policy and Procedures Manual.

Minimum standards are:

- 1) Must be a U.S. citizen;
- 2) At least 21 years of age;
- 3) No convictions by any State or Federal government of a crime punishable by imprisonment in State or Federal prison;
- 4) Good moral character as determined through background investigation;
- 5) Pass a physical and psychological examination by a licensed physician and/or psychologist;
- 6) Possession of a high school diploma or GED certificate;
- 7) Driving record must be free of convictions for hazardous moving violations within the previous three years;
- 8) Possess and maintain a valid Oregon driver license;
- 9) Must pass the POST (Police Officer Selection Test); and
- 10) Within one year of employment, must possess a basic police certification from the Department of Public Safety Standards and Training (DPSST). Failure to obtain valid certification is grounds for separation of employment for not meeting an essential qualification.

Tillamook County Qualifications - Preferred experience in law enforcement and/or some college coursework in law enforcement OR satisfactory combination of education, experience and training. Within one year of employment, must possess basic certificate issued by the Board of Public Safety Standards and Training.

SUPERVISOR RESPONSIBILITIES:

This classification works under the direction of a Sergeant. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to employee discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance with Department policy and procedures.

Work is performed within established Sheriff's Office policy, procedure and directives; Federal, State and County statutes, rules regulations, and ordinances; DPSST reference manuals; State Marine Board reference manual; court guidelines; equipment reference manuals; and accepted procedures within law enforcement profession. Deputy has to remain current on guidelines and uses considerable judgement in interpreting laws and guidelines and determining which laws to enforce, then follows procedures and laws closely due to nature of work.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Work is primarily performed in a field environment with physical demands of bending, climbing, hearing alarms and voice conversations, keyboarding, kneeling, lifting up to 100 pounds, pulling, pushing, reaching, running, sitting, standing, stooping and walking rough terrain. Work is performed in an environment that involves risks and discomforts and sometimes adverse weather conditions requiring safety precautions. Employees share common exposure to communicable diseases. A considerable amount of driving is required.

The County is an equal opportunity employer and does not unlawfully discriminate based on any protected classes. It provides reasonable accommodations to qualified individuals with disabilities when needed to enable the individual to perform the essential duties and meet the essential requirements of this position. Reasonable accommodations are evaluated on an individual basis in accordance with applicable law. For more information or if you believe you need a reasonable accommodation, please contact Human Resources.

This job description does not constitute an employment agreement between the County and Employee and is subject to change as the needs of the County and requirements of the job change. This job description, the assignment of work and hours of work is subject to change at the discretion the County.

By signing below, I acknowledge that I have read and understand the requirements outlined in this job description and confirm I am able to fulfill the requirements. I understand that if I have any questions, I can contact the Human Resources department.

Printed Name:

Date:

Signature:

