

HANCOCK COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Agency:	Sheriff	Employee Name:	
Class Title:	Patrol Officer	Position Title:	Deputy Sheriff
Class Number:	02091	Civil Service Status:	Classified
Dept./Div.:	Enforcement	Employment Status:	Full-time
Unit:	Road	FLSA Status:	Nonexempt
Reports To:	Enforcement Sergeant	EEO Status:	(04) Protective Service Workers
Pay:	Labor Agreement	DOL/O*Net Code:	379.263-014

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED) and Peace Officer Training per Section 109.77(A) of the Ohio Revised Code supplemented by courses in law enforcement or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain Ohio Peace Officer Training Certification; must possess and maintain a valid Ohio driver's license; must qualify for and maintain insurability under the county's vehicle insurance policy; must be able to obtain and maintain other criminal justice certifications related to assigned duties (e.g., taser certification, ASP certification, firearms qualification, etc.).

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

Motor vehicle; firearms; computer; computer software (e.g., Windows operating system; Microsoft Word; records management software (RMS); computer aided dispatch (CAD); license plate reader (LPR); Internet web browser; etc.); office equipment; radio; handcuffs; speed monitoring device; digital cameras; video cameras; audio visual equipment; ASP; Datamaster; cell phone.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee:

1. Ascends and/or descends ladders, stairs, or scaffolds.
2. Works in an area in which the means of egress is or can be obstructed.
3. Works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks).
4. Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
5. Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
6. Is exposed to possible injury from hazardous waste.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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7. Is exposed to possible injury due to unclean or unsanitary conditions.
8. Is exposed to possible injury as a result of electrical shock.
9. Is exposed to possible injury from explosions.
10. Is exposed to possible injury as a result of falling from high places.
11. Uses or works in proximity to the use of firearms.
12. Works in or around crowds.
13. Has potential exposure to human blood or other potentially infectious materials.
14. Has contact with potentially violent or emotionally distraught persons.
15. Has contact with potentially vicious animals.
16. Has exposure to life threatening situations.
17. Has exposure to fire.
18. Has exposure to hot, cold, wet, humid or windy weather conditions.
19. Has exposure to hazardous driving conditions.
20. Works first, second, or third shift.
21. Has exposure to second-hand smoke.
22. Is required to sit during approximately 50% of work duties.
23. Is required to stand during approximately 25% of work duties.
24. Is required to walk during approximately 25% of work duties.
25. Exerts in excess of 100 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or in excess of 50 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or in excess of 30 pounds of force constantly

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(constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered very heavy work. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects/persons heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

30% (1) Under general supervision of the Enforcement Sergeant, responds to scene of any accident, safeguarding property, giving assistance to injured, and investigating same (e.g., drives motor vehicle; lifts and carries evidence at crime scene weighing approximately up to 50 pounds; lifts and pulls miscellaneous obstructions such as rocks, limbs, tires, bicycles, etc. weighing up to 50 pounds; pushes doors weighing up to 30 pounds; etc.); arrests individuals suspected to have engaged in criminal activity; investigates and reports on crimes and complaints to which assigned and responds in a minimum amount of time (e.g., interviews witnesses, properly collects, preserves, and secures evidence following chain of custody procedure, searches crime scene, etc.); appears in court as witness in traffic, criminal, or civil cases as assigned; performs Community Oriented Policing duties (e.g., collaborates with other agencies; promotes sheriff's office in the community; etc.).

Knowledge of: (1)*, (2), (3), (4), (5), (6), (7), (8), (10), (11), (12), (13), (14), (15), (16)

Skill in: (17), (18), (19), (20), (45)

Ability to: (21), (22), (23), (24), (25), (26), (27), (28), (29), (30), (31), (32), (33), (34), (35)

50% (2) Drives patrol car to patrol assigned area and responds to calls (e.g., domestic disputes, accidents, burglaries, etc.); uses computer aided dispatch (CAD) software to determine location of calls; observes assigned area to detect suspicious activity; analyzes each call for service or situation and plans approach in accordance with policies and procedures; checks various types of premises to determine security concerns (e.g., performs residential checks as assigned; etc.); identifies vehicle owners using license plate reader (LPR) software; pursues suspects to criminal activity on foot and in cruiser; physically restrains or subdues individuals as needed; transports individuals to and from county facilities; responds to emergencies and backs up other officers as needed; operates firearm, radio, radar, and other police-related equipment; communicates with

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fellow officers, complainants, suspects, victims, etc., through speech and writing; serves individuals with warrants, summons, subpoenas and other legal notices as issued by the court.

Knowledge of: (1)*, (2), (3), (4), (7), (8), (10), (11), (12), (13), (14), (15), (16), (36), (37), (38)

Skill in: (17), (18), (19), (20), (45)

Ability to: (21), (22), (25), (26), (27), (28), (29), (30), (31), (32), (33), (34), (35), (39), (40)

15% (3) Prepares reports and records for all calls for service (e.g., traffic and other citations, accident reports, investigation reports, incident reports, etc.); uses records management software system to write reports; uses Microsoft Word to type news releases as directed; operates Internet web browser to access webpages to conduct research for complaints; uses camera to take photographs at crime, accident, and incident scenes.

Knowledge of: (1)*, (2), (9), (16), (41)

Skill in: (19), (20), (42)*

Ability to: (21), (24), (31), (33), (43), (44)

(4) Meets all job safety requirements; must maintain appropriate licenses and certificates, including firearms proficiency and driver's license; attends professional education and training sessions, seminars, and workshops as directed; must demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as required (e.g., provides courtroom security, etc.).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (1) departmental policies and procedures*; (2) department goals and objectives; (3) safety practices and procedures; (4) two-way radio operations; (5) community resources and services; (6) interviewing and investigation techniques; (7) arrest procedures; (8) OPOTA police officer certification; (9) Microsoft Word; (10) techniques for evidence collection and preservation; (11) law enforcement practices and procedures; (12) criminal justice methods, techniques, and equipment; (13) criminology; (14) license plate reader (LPR) software; (15) public relations; (16) federal, state, and local criminal and civil laws; (36) surveillance techniques; (37) computer aided dispatch (CAD) software; (38) security practices and procedures; (41) records management software (RMS) software.

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Skill in: (17) proper use of law enforcement equipment; (18) motor vehicle operation; (19) computer operation; (20) use or operation of computer software (e.g., Windows operating system; Microsoft Word; records management software (RMS); computer aided dispatch (CAD); license plate reader (LPR); Internet web browser; etc.); (42) use or operation of a camera*; (45) proper use of firearms and weapons.

Ability to: (21) define problems, collect data, establish facts, and draw valid conclusions; (22) carry a firearm; (23) testify in court; (24) calculate fractions, decimals, and percentages; (25) follow oral and written instructions; (26) develop and maintain cooperative working relationships; (27) communicate effectively; (28) demonstrate physical fitness; (29) use sound judgment in dangerous and stressful situations; (30) tactfully handle frequent contacts with the general public; (31) gather, collate, and classify data in determining facts; (32) move quickly and effectively from one task to another; (33) safeguard information of a sensitive or confidential nature; (34) travel to and gain access to work site; (35) subdue and/or restrain suspects; (39) recognize safety warnings; (40) safely operate a motor vehicle at high speeds; (43) prepare meaningful, concise, and accurate reports; (44) understand a variety of written and/or verbal communications.

POSITION TITLES AND CLASS NUMBERS OF POSITIONS DIRECTLY SUPERVISED:
None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have read and fully understand my position description, and that I agree to abide by the requirements set forth. I will perform all of the duties and responsibilities. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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