



## WAYNE COUNTY JOB DESCRIPTION for SHERIFF'S DEPARTMENT

(ACE, Civil, Court, DWI, Patrol, SRO, Warrants)

### **ESSENTIAL WORK FUNCTIONS**

Under general supervision, performs law enforcement work to protect lives, property and rights of county residents. Work involves operating a county owned vehicle and patrolling the County, working designated problem areas, working designated schools and/or performing duties assigned by chain of command to deter crimes or apprehend violators/suspects, answering complaint calls, serving legal papers, and attending court. Employee is also responsible for serving as a field training officer when appropriately trained to do so, and assist and advise less experienced patrol deputies as necessary. Employee is subject to the usual hazards of law enforcement work. Reports through the chain of command.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The list of essential duties/functions, as outlined herein, is intended to be representative of the tasks associated within the classification of a deputy. Dependent upon division assignment, the following duties and responsibilities identifies below may or may not apply to any one specific deputy. The omission of an essential duty/function does not preclude management from assigning other duties not listed herein if such duty/function serves as a logical assignment to this position(s)**

- Patrols an assigned area of the County, inspects troublesome areas and checks security of business establishments; answers complaint calls and assists in investigating crimes and disturbances; interviews witnesses, protect crime scenes, gathers evidence, interrogates suspects and makes arrests.
- Locates and arrests individuals wanted for criminal activity; serves legal papers such as summons, warrants, commitment papers, civil papers and special court orders; uses directories and other means to locate designated parties; briefly explains the meaning of papers and makes arrests when necessary.
- Assists with traffic control when required
- Interviews complainants/victims, suspects, witnesses and other individual(s) who may have information related to crimes, suspects or criminal activities.
- Gathers and labels physical evidence, dusts for and lifts fingerprints, photographs and diagrams crime scenes. Processes physical evidence. Insures proper chain of custody during collection and submission to the evidence room technician and/or State Crime lab and retrieval for presentation in court.
- Prepares/submitts detailed investigation and arrest reports; submits prosecution case files for the District Attorney's Office, attends court proceedings, and presents evidence and testimony in District Court, Superior Court, and the Grand Jury.
- Prepares, maintains and reviews activity reports, and arrest records. Completes and submits supplemental/follow-up reports to supervisor.
- Transports prisoners and other subjects based on court orders and warrants.
- Establishes a liaison with school principals, faculty and students; prevent juvenile delinquency through close contact with students in the public schools; responds and

assists school faculty with serious incidents occurring at campuses of all public schools; remains highly visible at the public schools to deter criminal activity.

- When trained, will be accompanied by specially trained canine and respond to calls to crime scenes to initiate searches with canine for suspects in buildings, open area or any other area required, utilizes the canine to search for lost/ missing persons and to locate controlled substances. Maintains readiness and proficiency of assigned canine through various formal and informal trainings and exercises; attends various public or promotional events to demonstrate use of canine; provide total care for canine at employee's home and obtain veterinary care as necessary.
- Maintains security of the courthouse.
- Cooperates with law enforcement officers of other governmental units in investigations and arrests.

#### **ADDITIONAL JOB FUNCTIONS**

- Performs other related work as required.
- Ability to provide credible testimony in a court of law.

#### **MINIMUM TRAINING AND EXPERIENCE**

- Graduation from high school or an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Adhere to training and promotional policy to obtain and complete the necessary training required for different position within the Office.

#### **SPECIAL REQUIREMENTS**

- Certification as a law enforcement officer in accordance with the North Carolina Sheriff's Training and Standards Commission.
- Possession of a valid North Carolina driver's license
- Please refer to the Wayne County Sheriff's Office Standardized Training Requirements and/or Wayne County Training/Promotional Policy for further requirements of this position.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of modern law enforcement methods and practices, and of the principles and practices of law enforcement administration.
- Thorough knowledge of modern criminal investigative practices and procedures relating to the duties of the division assigned.
- Thorough knowledge of departmental policies and procedures, and of applicable federal, state and local law pertaining to law enforcement.
- Thorough knowledge of the geographical and socioeconomic layout of the County.
- Considerable knowledge of the standard of practices, materials, techniques, and equipment associated with criminal investigations.
- Considerable knowledge of the ethical guidelines applicable to the position as outlines by professional organizations and/or federal, state and local laws, rules and regulations.
- Considerable knowledge of the principles of supervision, organization and administration.

- Skill in the use of firearms

**MINIMUM STANDARDS REQUIRED**  
**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, facsimile machines, firearms, restraints devices, two-way radios, surveillance equipment, etc. Must be physically able to operate a motor vehicle and have a valid driver's license. Must be able to exert 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or 25 pounds of forces constantly to move objects. Work may involve walking, standing, running, and physical confrontation. Physical demand requirements are for Medium to Heavy work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to, or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Included is giving instructions, assignments or directions to subordinates of assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, forms, schedules, etc. Requires the ability to prepare correspondence, reports, forms, schedules, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic forms; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eye rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of colors.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

**I have read and understand the nature of this position and the required duties described. I understand this is not an exhaustive list of duties that may be asked of me in this position. I am capable and willing to perform these duties.**

**\*This position is designated safety-sensitive and is subject to random drug screening.**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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