

JOB DESCRIPTION
SHACKELFORD COUNTY SHERIFF'S OFFICE

POSITION TITLE: DEPUTY SHERIFF - PATROL
DEPARTMENT: SHACKELFORD COUNTY SHERIFF'S OFFICE
REPORTS TO: CHIEF DEPUTY/SHERIFF

POSITION SUMMARY:

The purpose of this position is to protect and serve the property and citizens of Shackelford County. This is accomplished by proactively patrolling the county, recognizing and citing offenses, and making arrests where necessary. Promoting a secure community environment, enforcing traffic laws, reporting motor vehicle accidents, investigating crimes, serving civil documents, maintaining positive community relations, assisting with the preparation of special events: providing security for the justice, county, and district courts, and interfacing with the citizens in a professional and courtesy manner.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the appropriate enforcement of laws and civil documents, preservation of life, preservation of the public peace, and providing general police service to the public where appropriate.
- Investigates crimes, apprehends offenders, protects lives and property, prevents and detects crimes, protects individual rights, and responds to all assignments in an expeditious manner within agency policy.
- Exercises authority within the guidelines of his/her authority, coordinates and directs work efforts with the agency goals and objectives in-mind, and conducts themselves in a manner consistent with high ethical standards.
- Completes accurate details of reports, incidents, arrests, accidents, and all other calls related to his duty as well as accurately recording all evidence and property coming into his/her custody and completes chain of custody paperwork accordingly.
- Performs other related police duties as assigned by the Chief Deputy and/or the Sheriff and may be required to work in the jail and perform the duties of jailer in certain situations.
- Must be able to obtain a TCOLE Jailers license.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

MINIMUM REQUIREMENTS:

Knowledge, skills, and abilities required:

- Knowledge of local, state, and federal government practices and procedures and applicable state and federal laws and regulations.
- Skills to establish and maintain professional and effective relationships with external public/vendors, internal management, non-management employees, city and other government officials.
- Skill to communicate effectively, both verbally and in writing.
- Ability to effectively communicate technical information to varying audiences; coordinate multiple tasks and deadlines.
- Ability to organize data
- Ability to establish and maintain effective working relationships.

- Ability to communicate effectively with the public.
- Ability to multi-task.
- Ability to manage stress level in emergency situations.

EDUCATION AND OTHER REQUIREMENTS:

- High school diploma or GED.
- Must hold a valid TCOLE peace officer License.
- Either hold a valid TCOLE jailer license or the ability to acquire one as soon as applicable.
- Prior peace officer experience preferred but not required.
- Valid Texas Class C Driver's License with acceptable record.

PHYSICAL REQUIREMENTS:

Patrol Deputy may spend extended periods of time patrolling and investigating crimes in and around Shackelford County, both in automobiles and on foot. Patrol Deputy may be required to physically restrain parties involved in a conflict. In extreme cases the Deputy may be exposed to violent and/or armed confrontations. This position may involve routine exposure to blood or body fluids. Regular attendance is required for this position. Other job essential physical standards a Shackelford County Patrol Deputy must be able to perform:

- Stand or walk for long periods of time.
- Run or walk stairs.
- Perform rescue operations that may require lifting, carrying, or dragging heavy objects.
- Jumping from elevated surfaces, such as curbs or ditches.
- Use bodily force to gain entry through barriers.
- Run after a fleeing suspect.
- Perform patrol duties involving foot patrol and vehicular patrol.
- Effect arrests, using physical force if necessary.
- Physically handle emotionally disturbed and out of control people.
- Ability to wear bullet proof vest weighing approximately 5 lbs.
- Ability to carry a police duty belt at waist level weighing approximately 15-20 lbs. The belt contains a gun, handcuffs, radio, ammunition, etc.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully the employee must possess the ability or aptitudes to perform each duty proficiently, continued employment remains on an "at-will" basis.

Shackelford County Sheriff's Office

EMPLOYMENT APPLICATION

It is our policy to comply with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, disability, or other protected classifications.

Please carefully read and answer all questions truthfully and accurately. If a question is not applicable to you, enter N/A in the space provided. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered. Your application will be evaluated on completeness and neatness.

Personal Information

Name (last, first, middle)	Position applying for	
Street Address	City, State	ZIP Code
Mailing Address (if different from above)	City, State	ZIP Code
Home Telephone #	Business Telephone #	Cellular Telephone #

Position Information

To qualify for licensure as a peace officer, jailer, or telecommunicator in Texas you must meet the following requirements.

Are you a citizen of the United States of America?	YES	NO
Have you earned a high school diploma, a GED, or an honorable discharge from the armed services of the United States after at least two (2) years of active service?	YES	NO
Have you ever been convicted, plead guilty (nolo contendere), nor been on court-ordered community service/probation, or deferred adjudication for a Class A misdemeanor or a felony?	YES	NO
During the last ten (10) years, have you ever been convicted, plead guilty (nolo contendere), been on community service/probation, or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military?	YES	NO
Have you ever had a military court martial that resulted in a dishonorable or other discharge based on misconduct which bars future military service?	YES	NO
Have you been told the essential functions of the job, or have you viewed a copy of the job description listing the essential functions of the position you are applying for?	YES	NO
Are you able to preform these essential functions of the job with or without reasonable accommodation?	YES	NO

Education

Please list any education or training you feel relates to the position applied for that would help you perform work such as schools, colleges, degrees, vocational or technical programs, and military training.

School/ College/ Other	Address/ City, State	FROM:	TO:	Degree
School/ College/ Other	Address/ City, State	FROM:	TO:	Degree
School/ College/ Other	Address/ City, State	FROM:	TO:	Degree

References

Please list at least three professional references not related to you with full name, address, phone number, and relationship. If you do not have three professional references, complete list with personal, unrelated references.

- Full Name _____ Relation to Applicant _____
- Company _____ Telephone # _____
- Address _____ Email _____
- Full Name _____ Relation to Applicant _____
- Company _____ Telephone # _____
- Address _____ Email _____
- Full Name _____ Relation to Applicant _____
- Company _____ Telephone # _____
- Address _____ Email _____
- Full Name _____ Relation to Applicant _____
- Company _____ Telephone # _____
- Address _____ Email _____

Work History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at discharge: _____ Type of discharge: _____

If other than honorable, explain: _____

Disclaimer and signature

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize the Employer (Shackelford County Sheriff's Office) to make an investigation of any facts set forth in this application and release Shackelford County Sheriff's Office from any liability. The Employer may contact any listed references on this application.

Applicant's Signature

Date