

JOB DESCRIPTION: DEPUTY SHERIFF

DEPUTY SHERIFF (PATROL DUTIES): Every Deputy, in carrying out the functions of the Office, namely the preservation of public peace, the protection of life and property, the prevention of crime, the arrest of violators of the law, the proper enforcement of all the laws of which the Office takes cognizance, shall constantly direct his/her best efforts to accomplish that end intelligently and efficiently and shall hold himself/herself in readiness at all times to answer the calls and obey the orders of his/her superiors.

1. The Deputy shall uphold the Constitution of the United States of America and the State of Iowa and enforce the laws of the same.
2. The Deputy shall have such hours of duty as prescribed by the Sheriff and/or Chief Deputy. He/She shall be under the supervision of the Sheriff and/or Chief Deputy.
3. The Deputy shall report as scheduled in regulation uniform, prepared to complete assigned duties. He/She shall preserve the peace, protect life and property, prevent crimes and arrest any violators of Federal and State Laws. He/She shall investigate all incidents coming to his/her attention, whether by assignment or personal discovery. He/She shall make such reports as are required, completing the same in a clear, concise, thorough and timely manner.
4. The Deputy shall, at the beginning of his/her shift, inspect and check any equipment issued to him/her to ensure its proper working order. He/She shall report to the Sheriff and/or Chief Deputy/or Sergeant any defective, damaged or missing equipment, and before ending his/her shift shall prepare a written report detailing the defect or damage.
5. The Deputy shall operate a patrol vehicle in a diligent and safe manner at all times. He/She shall observe conditions and happenings on his/her patrol which may require law enforcement action, taking proper actions when indicated. During hours of darkness, he/she shall pay particular attention to businesses and residences, checking windows and doors to discover and prevent crimes in progress.
6. The Deputy shall promptly answer all calls for service, handling same in an efficient manner. He/She shall maintain radio contact with the Sheriff's Office Communications Center at all times, advising each and every time that he/she will be out of the car when interacting with the public on a call for service, where he/she will be and why, and shall keep the desk informed as to the description and license number of any vehicle he/she stops.
7. The Deputy shall consult with the Sheriff and/or Chief Deputy/or Sergeant whenever in doubt as to the proper procedure to use in questionable circumstances. He/She shall report all hazardous conditions that are violations of law or would put the county in a situation of liability.
8. The Deputy shall render his/her services to any person in need of assistance, at any time requested. He/She shall discharge his/her duties in a fair and impartial

manner, using only such force as necessary to effect an arrest or defend himself/herself or other persons. He/She shall not conceal himself/herself from public view except in times of a specific police purpose.

9. The Deputy shall, during routine patrol service, remain alert for traffic violators, enforcing all laws without favor.
10. The Deputy shall see that all persons incarcerated in the County Jail are treated fairly and humanely, never placing an injured or unconscious person in the jail without first having the person examined by a physician and then only with the consent and permission of the physician. See *Chickasaw County Jail Rules and Regulations*.
11. The Deputy shall testify in court on the matters concerning his/her duties and actions taken in performance of those duties in an unbiased manner, remaining calm and never allowing his/her personal feelings about the case to affect his/her testimony. When required to testify, he/she shall be dressed in uniform, unless otherwise directed by a supervisor or prosecuting attorney.
12. The Deputy shall keep himself/herself informed as to the proper procedures, rules and regulations of the Office, laws he/she is charged with the enforcement of, and maintaining a current knowledge of the principles of first aid.
13. The Deputy shall perform all regular and necessary responsibilities concerning the Chickasaw County Jail.
14. The Deputy shall maintain a cooperative attitude with other law enforcement agencies.
15. The Deputy shall transport all prisoners in accordance with the laws of the State of Iowa.
16. The Deputy shall conduct Sex Offender Registry Compliance checks on all registered sex offenders living and/or working in Chickasaw County as required.
17. The Deputy shall investigate all motor vehicle accidents that are reported to him/her in accordance with the laws of the State of Iowa.
18. The Deputy shall investigate all crimes that are reported to him/her in accordance with the laws of the State of Iowa. These crimes may include but are not limited to;
 - a. Stolen property reports (theft and burglaries)
 - b. Harassment
 - c. Sex Offender Compliance
 - d. Vandalism
 - e. Sexual Assault/Abuse
 - f. Assaults
 - g. Domestic abuse reports

19. The Deputy shall furnish all pertinent and essential information through timely detailed reports to the County Attorney and/or Sheriff and/or Chief Deputy.

20. The Deputy shall perform such other duties as required by the Sheriff and/or Chief Deputy.

DEPUTY SHERIFF (CIVIL PROCESS DUTIES): The Deputy Sheriff, so assigned by the Sheriff, in addition to patrol duties shall also have the responsibility of civil process duties which will include the serving of all legal documents received by the Chickasaw County Sheriff's Office, in the manner prescribed by the Code of Iowa.

All Deputies shall familiarize themselves with civil process procedures, including, but not limited to the following papers:

- a. Original Notices - Magistrate and District Court
- b. Executions - Garnishments, Levies, Sheriff's Sales
- c. Condemnation procedures
- d. Subpoenas
- e. Writ of Attachments and Levies
- f. Writ of Possession
- g. Writ of Replevin – Magistrate and District Court
- h. Writ of Injunction
- i. Temporary Restraining Orders
- j. Certified Check Notices

Supervisor: Sheriff/Chief Deputy

Hours of work: The hours of work for this position are outlined in section 13.2 of the collective bargaining agreement.

Printed Name

Date

Signature