

**MONONA COUNTY
JOB DESCRIPTION**

Position: Sergeant Deputy Sheriff **Reports to:** Sheriff
Department: Sheriff **Revision date:** June 1993

GENERAL SUMMARY

Under general supervision of a County Sheriff, maintains law and order and provides emergency and legal support services. Participates with the Sheriff in the general supervision of deputies.

ESSENTIAL JOB DUTIES

Participates with Sheriff in performing administrative duties such as assigning and checking work, preparing work schedules, and interviewing candidates for hire. Ensures effective operation of the department in the absence of the sheriff.

Serves criminal and civil papers including garnishment complaints, summons, writs of attachment and executions in order to fulfill court orders by delivering papers and notifying affected parties.

Patrols assigned area in order to enforce traffic laws, to apprehend violators, and to correct safety hazards. Uses patrol car, radar, radio and Iowa code books to monitor compliance and enforce laws.

Responds to emergency calls in order to provide public safety services by removing safety hazards, reporting injuries or fatalities, assisting with fire-fighting and rescue operations, controlling traffic at accident sites to maintain traffic flow, etc. Answers telephone calls from public, providing information regarding law and public policies.

Conducts accident and criminal investigations. Responds to burglaries, assaults and other criminal actions by traveling to the crime scene, interviewing witnesses, gathering evidence, and filing appropriate reports. Reconstructs and documents motor vehicle and farm-related accidents by interviewing victims and witnesses, observing vehicles/machinery involved, and measuring skid marks. Determines cause of accident and provides written information to the Department of Transportation.

Provides care to prisoners in county jail. Brings meals to prisoners. Dispenses medication based upon doctors' orders. Arranges for the provision of medical care, when necessary. Processes intake and release of prisoners by obtaining and recording pertinent information including fingerprints and photographs, searching prisoners, and handling prisoner's possessions.

Transports prisoners, psychiatric patients and supplies in order to comply with court orders by driving and escorting clients to and from courts and state institutions and/or county jails. Provides security in court room during trials and hearings. May be called upon to testify in civil and criminal cases.

Writes reports in order to fulfill required recordkeeping by reviewing reports; typing or recording in dictaphone.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of traffic, civil or criminal laws as specified in the Code of Iowa.

Knowledge of arrest procedures as related to traffic and criminal law enforcement.

Knowledge of methods for collecting evidence for use in court.

Knowledge of methods and procedures for serving notices, summonses and civil papers.

Knowledge of county roads and landmarks as related to patrolling assigned areas.

Knowledge of reporting requirements related to routine recordkeeping.

Knowledge of OSHA regulations regarding blood-borne pathogens and procedures for preventing the spread of disease.

Knowledge of jail policies, procedures, and standards and rights of prisoners according to state and federal law.

Skill in dealing appropriately with psychiatric patients or intoxicated persons.

Skill in performing cardiopulmonary resuscitation (CPR) and basic first aid.

Skill in arresting potentially hostile law violators.

Skill in responding with courtesy and remaining calm with distraught or upset members of the general public.

Ability to operate patrol car and equipment within, including two-way radio, lights and sirens.

Ability to conduct interviews as related to conducting criminal or accident investigations.

Ability to safely handle firearms, handcuffs and night stick as related to apprehending criminals or suspects.

Ability to safely lift and carry heavy objects including people; ability to push or pull heavy objects including motor vehicles in order to assist individuals in distress.

ENTRY REQUIREMENTS

High school diploma or G.E.D. equivalent plus ability to successfully complete training at the Iowa Law Enforcement Academy. Possession of valid drivers license from the state of Iowa and maintain insurability. Certification to carry firearms.

WORK ENVIRONMENT

Works outside, inside and within automobile. Spends many hours sitting, driving car. Deals with public on a regular basis. Frequently interacts with individuals who are irrational, dangerous or experiencing extreme emotions. May be exposed to dangerous and stressful situations.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor
 4. The County reserves the right to change or reassign job duties, or combine positions at any time.