

Position Description

Date Prepared: December 22, 2022

Position Title: Court Security/ Special Patrol Deputy

Department: Sheriff's Office

Supervisor: Undersheriff

Position Overview:

Under the leadership and supervision of the Undersheriff, deputies provide security for courtrooms and court facility. Deputies patrol in marked vehicles, answer calls for service, serve civil paper, transport prisoners, enforce traffic laws and investigate cases when not assigned to court duties. Court Security is a part time job that is staffed on all court days at Irrigon Justice Court and Heppner Circuit Court. Funding for these positions is provided from the Court Security Fund administered by the Morrow County District Attorney and Court Security Committee.

Resource Influenced: NA

Annual Operating Budget: NA

Total employees in your chain of command: NA

Reporting positions: NA

Working Environment:

Work is performed in Heppner and Irrigon providing security and screening for Circuit and Justice Courts while in session. Deputies work 10 hours shifts on Thursdays at Circuit Court and 8 hour shifts Wednesday and Thursday at Justice Court in Irrigon. The deputy position is subject to all the hazards associated with performing law enforcement duties.

Qualifications:

- 1) 21 years of age
- 2) Valid Oregon Driver's License.
- 3) High school diploma or GED
- 4) U.S. Citizen
- 5) Pass a full background investigation
- 6) Complete physical and psychological testing
- 7) Equipment used – Shotgun, pistol, rifle, body armor, radio, computer, vehicle, copy/fax machine, telephone, DVD, digital fingerprint machines, metal detectors, inspection mirrors, photography equipment and recording equipment.
- 8) Knowledge and ability to apply federal, state, local laws, regulations and ordinances.
- 9) Ability to conduct the processing of a crimes scene.

- 10) Ability and skill to utilize accepted practices and techniques in the performance of all patrol deputy duties.
- 11) Abide by accepted policies, procedures, practices and techniques of the Morrow County Sheriff's Office.
- 12) Ability to organize and direct the execution of search warrants.
- 13) Ability to effectively use oral and written communication in the performance of duties and responsibilities.
- 14) Maintain agency required qualifications and continue education and training as required by your agency.

Essential Job Functions:

The essential functions include, but are not limited to, the following. Additional functions may be identified or as directed by the Sheriff.

- 1) Complete reports and necessary documentation.
- 2) Attend required training and exercises as required
- 3) Conduct investigations as assigned.
- 4) Participate in search and rescue trainings and missions.
- 5) Respond to calls for service from citizens and law enforcement agencies as required.
- 6) Patrols roads, highways and business areas in the enforcement of traffic and criminal laws;
- 7) Operates radar equipment in the enforcement of automobile speed regulations;
- 8) Conducts investigations and interrogations, gathers evidence and takes statements of offenders
- 9) Maintains records and prepares reports necessary for efficient investigations, crime prevention, prosecution and office procedures
- 10) Makes arrests, lodges prisoners, transports prisoners and patients under custody to institutions, courts and on extraditions
- 11) Serves subpoenas, warrants of arrest and other civil instruments;
- 12) Provides information to the public and answers inquiries regarding laws and ordinances;
- 13) Appears in court as a witness
- 14) Performs maintenance on assigned equipment, vehicles and weapons.
- 15) Set up Lobby security barriers, test metal detector and search lobby, court room, jury box, judge bench, recorder station, jury room and lock down benches.
- 16) Screen all second floor visitors through metal detector, handheld wand of pat search.
- 17) Search all bags, packages and briefcases brought into the court
- 18) While court is in session make sure the noise in the lobby is kept at a minimum level.
- 19) Take defendants into custody as directed by the court.
- 20) Provide security to court Judges, court staff and all visitors to the court facility.