

Position Description

Date Prepared: November 08, 2023

Position Title: Patrol Deputy

Department: Sheriff's Office

Supervisor: Patrol Sergeant

Position Overview:

Under the leadership and supervision of the Patrol Sergeant, deputies answer calls for service, enforce traffic laws and investigate cases as assigned. Serve civil process and transport prisoners.

Resource Influenced: NA

Annual Operating Budget: NA

Total employees in your chain of command: NA

Reporting positions: NA

Working Environment:

Work is primarily performed within the boundaries of Morrow County serving the citizens of Heppner, Irrigon, Lexington, Boardman and Lone. Deputies work 10 hours shifts and provide 24 hour patrol coverage. The deputy position is subject to call out and 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, rifle, pistol, body armor, radio, computer, vehicle, copy/fax machine, telephone, DVD, 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) Successfully complete DPSST training and agency FTEP within the 18-month probationary period.

Essential Job Functions:

The essential functions include, but are not limited to, the following. Additional functions may be identified or assigned 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) Assist citizens by providing emergency medical services with first aid and CPR
- 12) Serves subpoenas, warrants of arrest and other civil instruments;
- 13) Provides information to the public and answers inquiries regarding laws and ordinances;
- 14) Appears in court as a witness;
- 15) Performs maintenance on assigned equipment, vehicles and weapons.