Clinton County, Iowa
Job Description

Clinton County Sheriff's Office

Job Title:	Reserve Deputy Sheriff	Job Code: N/A
Department:	Clinton County Sheriff's Office	Pay Grade: N/A
Reports to:	Supervisor	FLSA: N/A
Salary Range	In accordance with Iowa Chapter 80D.11	

SUMMARY:

This is law enforcement and public safety work in the protection of life and property through enforcement of laws and ordinances. Reserve peace officers shall be subordinate to regular peace officers and shall not serve as peace officers unless under the direction of regular peace officers. Employees in this classification perform work in varied enforcement assignments, including but not necessarily limited to corrections, motorized patrol traffic enforcement, preliminary and follow up investigation at crime scenes, serving writs and other court process actions and assisting with public safety education and community service programs. Maintaining order by taking appropriate action to ensure the safety and security in the Clinton County jail. Enforce security rules, regulations and procedures: receive incoming detainees; comply with booking and release orders; supervise work detail; escort detainees to and from cells for court appearances, medical treatment, visitation, etc. Employees must be able to act without direct supervision and to exercise independent decision making during emergency situations. Duties also include but not limited to: Assessment of driver's operational capacities; transportation of mental and substance abuse patients; searches for missing, lost, or wanted persons; separation of persons involved in domestic disputes; dwelling, building, and grounds inspection; alarm responses; arrest approach and method planning; arrests; search of persons, places, and property; use of force; checking establishment for wanted; conducting interviews and recording statements and confessions; preparing reports or affidavits; presenting testimony and evidence in civil and criminal court.

Essential Job Duties and Responsibilities:

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations
- Identify, pursue, and arrest suspects and perpetrators of criminal acts
- Have spatial and situational awareness including locations within the county and its close neighbors.

- Record facts to prepare reports that document incidents and activities
- Review facts of incidents to determine if criminal act or statute violations were involved
- Collaborate with other offices and agencies to exchange information and coordinate activities.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Evaluate complaint and emergency-request information to determine response requirements
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Issue citations or warnings to violators of motor vehicle ordinances
- Testify in court to present evidence or act as witness in traffic and criminal cases
- Collection and proper processing of evidence.
- Take control of a crime scene and be custodians of evidence.
- Write, obtain and execute search and arrest warrants.
- Develop relationships with informants and witnesses to obtain information related to cases.
- Search for and collect evidence, such as fingerprints, using investigative equipment.
- Collect and record physical information about arrested suspects, including fingerprints, height and weight measurements, and photographs.
- Serve civil papers, mental pickups, other types of transports.
- Ability to work flexible hours including weekends, nights, and holidays.
- Process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during booking and pre-trial process
- Handles difficult and sensitive situations involving staff or people and agencies outside of the unit's jurisdiction when the Supervisor is not available. Exercises judgment and discretion and makes decisions in emergency situations.
- Relay complaint and emergency-request information to appropriate agency dispatchers
- Ability to handle stressful situations that could be life threatening.
- Ability to work in all workplace situations: Indoors, outdoors, during all types of weather, and all types of cleanliness levels.
- Ability to both speak and write the English language is required. Ability to speak Spanish would be desired.
- Performs other duties and responsibilities as assigned.
- Participate in required job training

Minimum Qualifications Requirements - (Education and Experience):

Must be 18 years of age and have either a High School Diploma, general education degree (GED) or (HiSET) High School Equivalency Test certificate. One must complete

Law Enforcement training outlined in Iowa Chapter 80D.3 within one year of appointment. One must successfully complete orientation.

Minimum Qualifications – (Knowledge, Skills and Abilities)

Knowledge

- **Law and Government -** Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules.
- **Public Safety and Security -** Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Customer and Personal Service -** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language -** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Education and Training -** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.
- **Psychology -** Knowledge of human behavior and performance; individual differences in ability, personality, behavioral and affective disorders as it relates to the investigation and the validity of the witness.
- **Clerical -** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records. Ability to type reports in a timely fashion.
- **Administration and Management -** Knowledge of business and management principles involved in strategic planning, resource allocation.
- **Telecommunications -** Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- **Sociology and Anthropology -** Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Job Skills

- **Critical Thinking -** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Complex Problem Solving -** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Active Listening -** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Social Perceptiveness -** Being aware of others' reactions and understanding why they react as they do.

- **Speaking -** Talking to others to convey information effectively.
- **Reading Comprehension -** Understanding written sentences and paragraphs in work related documents.
- **Writing -** Communicating effectively in writing as appropriate for the needs of the audience.
- **Judgment and Decision Making -** Considering the relative costs and benefits of potential actions to choose the most appropriate one
- **Monitoring -** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

Job Abilities

- **Inductive Reasoning -** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Deductive Reasoning -** The ability to apply general rules to specific problems to produce answers that make sense.
- **Oral Comprehension -** The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Speech Clarity -** The ability to speak clearly so others can understand you.
- **Problem Sensitivity -** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Oral Expression -** The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension -** The ability to read and understand information and ideas presented in writing.
- **Speech Recognition -** The ability to identify and understand the speech of another person.
- **Observation Abilities -** The ability to see details at close range (within a few feet of the observer). Ability to see both the obvious and also the obscure.
- **Written Expression -** The ability to communicate information and ideas in writing so others will understand.
- **Information Ordering -** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility -** The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Fluency of Ideas -** The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity

Tools and Technology

- Evidence collection kits
- Bulletproof vests
- Digital video cameras, surveillance, and audio recorders

- Handcuffs
- Issued firearms
- Equipment issued for self and public protection
- Breathalyzers
- Ability to Drive car, truck, and ATV's
- Integrated Automated Fingerprint Identification System IAFIS
- Email software
- Web browser software
- Crime mapping software
- Microsoft Office software
- Electronic records and jail management software
- Departmental undercover software.
- Cellular phone

Work Environment:

- Primarily performs duties in a squad car
- Will need to investigate in outdoor conditions that are unpredictable

Physical Demands:

- Sitting/Standing: Remaining in the seated position or on one's feet in an upright position for long periods of time.
- Walking: Frequently.
- Lifting: Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 50 lbs.
- Carrying: Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder.
- Dexterity/Handling: Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution).
- Talking: Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately. Public speaking to groups.
- Hearing: Frequently communicating with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations.
- Vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned. Some tasks require the ability to perceive and discriminate colors or shades of colors.
- Climbing, Balancing, Stooping, Kneeling, Crouching or Crawling – Occasionally. Frequency dependent upon investigation type and volume. Collection of evidence may require the ability to knee, stoop, crouch, or crawl at ground level.

- Operation of Vehicle: required to be able to legally operate a law enforcement vehicle during both the day and night in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Pursuit: Ability to pursue fleeing suspects and perform rescue operation which may involve quickly entering and exiting law enforcement patrol vehicles, lifting carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Weapon: Load, unload, aim, and fire from a variety of body positions handguns, shotguns, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- Mental: Ability to endure verbal and metal abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Certificates, Licenses, Registrations:

- Must possess a valid state driver's license.

Supplemental Information:

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.