

MONTCALM COUNTY

DEPUTY SHERIFF

GENERAL SUMMARY:

A Deputy Sheriff's functions involve the primary contact that the public has with the Montcalm County Sheriff's Office and as such, it is important that Deputies remember their actions will come under public scrutiny. The primary function of a deputy Sheriff is to insure the health, safety, and well being of the public.

A Deputy Sheriff will be responsible for responding to requests for service from the public as well as basic patrol duties. Deputies will handle a wide variety of complaints and incidents. These will include responding to accidents, criminal investigations, and traffic enforcement. Deputies also will be called on to handle situations not directly involving citizen complaints, such as prisoner transport, court security, hospital guard, etc. Deputies are assigned to a shift and fall under the road patrol command structure.

TYPICAL DUTIES:

- Respond to citizen requests for service, appropriately documenting the incident when necessary.
- Conduct initial and follow-up investigations on crimes.
- Respond to, investigate, and render first aid at traffic crashes.
- Provide traffic enforcement and policing.
- Provide residential and business security checks.
- Provide security at special events, courts, etc.
- Assist with other agencies requesting assistance.
- Provide prisoner transport when necessary.
- Perform various administrative duties as directed.
- Provide court testimony as required.
- Maintain documentation as required by the Department. This includes the daily log, time card, incident reports, vehicle maintenance, requests, etc.

ESSENTIAL JOB FUNCTIONS:

With or without accommodations, must meet all physical qualifications associated with a deputy sheriff position as listed:

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must possess and maintain a valid Michigan driver's license.
- Must be a minimum age of 21 years of age.

- Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints.
- Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to facilitate pursuit, search, investigate and/or rescue which may also involve standing or sitting for long periods of time.
- Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels. Initiates and responds to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

DEGREE/EXPERIENCE:

- High school graduate or equivalent.
- **MUST BE CERTIFIABLE AS A MICHIGAN (M.C.O.L.E.S.) POLICE OFFICER.**
- Bachelors/Associates Degree in Law Enforcement or Criminal Justice preferred.