

LANGLADE COUNTY POSITION DESCRIPTION

DEPUTY

Department: Sheriff's Office
Reports to: Sheriff, Chief Deputy, Lieutenant and Shift Sergeant
Salary/Rate: \$27.72 to \$ 30.07
FLSA Status/Hours: Non-Exempt, Rotating per schedule
Revised: 4/22/2024

Summary:

Under the immediate supervision of the Sheriff, Chief Deputy, Lieutenant and Shift Sergeant, performing Law Enforcement duties in accordance with Wisconsin State Statutes and department Policy and Procedures. Shall at all times maintain a clean, neat and proper uniform and appearance. Maintain the Department Headquarters and all Department equipment in a clean, neat manner, keeping it presentable to the public at all times. They shall further keep all squad cars used by them in a state of readiness and in a clean and presentable condition. They shall perform such other tasks or duties as they are requested, assigned and needed.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

Scope of responsibilities:

- Maintains a high level of CONFIDENTIALITY in all aspects of job functions.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- 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.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- Pursue fleeing suspects and perform rescue operations 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.
- 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.

- Perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Conduct visual and audio surveillance for extended periods of time.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrate communication skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people from particular areas.
- Perform rescue functions as accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
- Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- Put on and operate a gas mask in situations where chemical munitions area being deployed.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
- Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of an experienced law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be at least 18 years of age or older
- U.S. Citizen
- Must possess a valid Wisconsin Drivers license without a record of suspensions or revocations in any state
- Must meet other minimum recruitment standards of the Wisconsin Law Enforcement Standards Board
- Must be of good moral, character and of temperate and industrious habits
- Must successfully pass a written examination and oral interviews
- Must pass drug screening tests and background investigation
- Must pass psychological and medical/physical exam
- Must be in good physical condition and pass agility testing.

Education and/or Experience:

- High School Degree or equivalent
- Two year Associates Degree in Police Science from a Wisconsin Vocational, Technical or Adult Education District or its accredited equivalent from another state, or 60 fully accredited college level credits.
- Certified or certifiable by Wisconsin Law Enforcement Training & Standards Board, preferred.
- CPR certification training provided and must be maintained.
- Maintain certification in firearms, annual in service training and other specialized areas as assigned.

Knowledge, Skills and Abilities:

- Skill in the operation of a motor vehicle, as well as working knowledge of the operation and maintenance of all other department equipment.
- Ability to provide effective credible testimony in a court of law.
- Must be proficient in the use of various types of firearms and be physically capable of controlling those persons in their custody even when unarmed.
- Must have good verbal and written communication skills.
- Good mathematical skills.
- Must have the ability to evaluate situations, based on training and experience and make good decisions.
- Ability to exercise discretion within designated duties and responsibilities
- Sound decision making ability based on training and experience is paramount.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Walking, standing, sitting, talking, hearing, kneeling, running, stooping, grappling, jumping, climbing, crouching, using near and far vision and medium fingering for typing/data entry. Other actions may be required in unusual or non-regular situations. Job duties are carried out under dangerous conditions in which officers must be able to defend themselves and others. The department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

A large percentage of time will be spent inside a patrol vehicle and in the outdoor climate and will involve contact with Langlade County employees and the general public while performing law enforcement duties. Part of the time will be spent inside a climate controlled building preparing various reports.

Equipment used: Police vehicles, firearms, handcuffs, taser, computer, printer, copy machine, fax machine, telephone, calculator, digital camera, digital recorder and other technical equipment necessary to execute responsibilities and duties.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

“Non-essential” but duties expected of every officer unless specifically exempted by the Sheriff.

Langlade County is an Equal Opportunity Employer/Provider. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature

Date