



Grant Parish Sheriff's Office

Job Description

Criminal Division

Uniformed Patrol Deputy

GENERAL DESCRIPTION OF RESPONSIBILITIES

A Patrol Deputy Sheriff serves in a highly responsible and visible capacity in the protection of life and property, preserves the public peace, prevents crimes, arrests violators of the law, enforces all laws and ordinances and performs other related work as required or assigned.

Deputies are expected to use the minimum force necessary to carry out their duties and are required to handle a variety of potentially volatile and dangerous situations in a calm, confident and effective manner.

EXAMPLES OF DUTIES

- Provides information and assistance to motorists, pedestrians and the general public.
- Performs traffic enforcement and investigates traffic crashes.
- Manages an assigned area in order to prevent crime, traffic violations and crashes.
- Apprehends individuals suspected of driving under the influence of alcohol and drugs and conducts appropriate tests.
- Places individuals under arrest, delivers Miranda warning, transports suspects, places suspects in detention and completes all necessary paperwork.
- Serves claim statements, subpoenas, summonses, jury summonses and other court orders.
- Responds to burglar alarms, armed robberies, assaults, other crimes in progress, and answers general calls for service.
- Mediates civil disputes such as domestic disturbances, landlord-tenant arguments and community complaints.
- Secures crime scenes for investigation and the protection of evidence.
- Responds to the reported crime scenes, takes action to secure the scene, interview victims and witness, gather and preserve evidence, arrest suspects and prepare required reports.
- Responds to and controls disturbances of the peace, fights and other civil disturbances including communicating with emotionally-disturbed persons and uncooperative individuals until tactical units arrive.



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- Testifies in court.
- Renders aid to the sick and injured and maintains personal safety.
- Eliminates public hazards and preserves the public peace.
- Prioritizes and manages time in order to address criminal and other law enforcement efforts.
- Prepares clear and concise reports in accordance with established policies and procedures.
- Attends trainings, meeting, conference and workshops as requested and authorized.
- Performs other duties as required or assigned.
- Proficiently operate a computer using word processing, spreadsheet, and software database applications to complete assigned job duties.

SUPERVISION RECEIVED

- Works under the general supervision of the Patrol Sergeant.

MINIMUM QUALIFCAITONS, KNOWLEDGE, SKILLS AND ABILITIES

- Ability to verbally communicate effectively under stressful conditions.
- Ability to type.
- Basic computer knowledge.

EDUCATION, EXPERIENCE, AND TRAINING

- Graduation from High School or its equivalent.
- Must be a citizen of the United States.
- Must be at least eighteen (18) years of age at time of employment.

SPECIAL REQUIREMENTS



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- Written, practical, oral, general fitness, examination will be required.
- Background investigation may be made on each candidate.