

Leon County Sheriffs Office

Job Description - Listing

POSITION: Auxiliary Deputy

ID	Statement	Performance Standard
TASK		
ALL1000	Complete assignments as directed.	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies and procedures.
CO3119	Investigate and/or document injury to inmate and/or suspect while outside of detention facility.	The member will respond immediately to any injury suffered by an inmate, offender and/or suspect providing and/or obtaining medical assistance if required. The member will generate an accurate and concise report documenting the injuries and incident pursuant to Department of Corrections (DOC)/Federal Model Jail Standards (FMJS) requirements and in accordance with agency policies and procedures.
LE5000	Monitor and/or respond dispatch and calls for service.	The member diligently monitors dispatch and responds to all dispatch directed services calls in a timely manner consistent with call classification and in accordance with agency policies and procedures.
LE5001	Secure crime scene.	The member who is the first responder to a crime scene will identify such as a crime scene, disperse onlookers, gather witnesses, set up a cordon around the perimeter of the scene and ensure that the integrity of the crime scene and evidence is not compromised, tampered with, altered, contaminated, or left unattended in accordance with agency policies and procedures.
LE5002	Administer breathalyzer test.	The member who is breathalyzer certified will correctly administer breathalyzer test(s) to suspected intoxicated driver/pilot according to equipment manufacturers specifications and accurately record the results of the test(s), arresting or releasing the suspect in accordance with agency policies and procedures.
LE5003	Apprehend suspects.	The member quickly apprehends a fleeing suspect utilizing the least amount of force required to subdue the individual while observing officer safety procedures at all times. The appropriate restraints are applied so as to control but not cause injury to the suspect, and the suspect's rights are not violated in accordance with agency policies and procedures.

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LE5010	Retrieve and/or enter information from mobile computer.	The member will accurately enter and/or retrieve suspect, vehicle, dispatch and/or service call information from the mobile computer in accordance with agency policies and procedures.
LE5011	Provide assistance to patrol deputies and/or other units.	The member immediately responds to calls for assistance, providing the requesting members with whatever assistance is required to safely resolve the situation in accordance with agency policies and procedures.
LE5026	Guard persons in custody.	The member when an inmate or suspect is escorted to an outside destination will maintain security and control of the individual(s) at all times ensuring no inmates or other persons are injured or harmed and that no escapes occur in accordance with agency policies and procedures.
LE5027	Originate new cases.	The member will gather accurate information or pertinent evidence and correctly determine if investigation is warranted in accordance with agency policies and procedures.
LE5032	Administer field check to suspected impaired drivers.	The member identifies elements of a possible Driving Under the Influence (DUI) in progress and properly administers field sobriety exercises to suspected driver and/or operator in accordance with State laws and agency policies. The member accurately records results of each exercise, making a correct decision whether to release the subject, administer breathalyzer type test, or obtain legal blood draw in accordance with agency policies and procedures.
LE5033	Transport mental patients, injured or lost persons, prisoners and/or suspects.	The member accurately determines the status or condition of the individual(s), searches and applies appropriate restraints if required and transports the individual(s) to the appropriate destination without injury (or further injury) or rights violated and in accordance with agency policies and procedures.
LE5034	Administer first aid and/or Cardiopulmonary Resuscitation (CPR).	The member assesses injuries and administers appropriate first aid to injured person, requesting additional medical assistance if necessary. If the individual is in cardiac arrest, certified personnel will correctly administer Cardiopulmonary Resuscitation (CPR) until medical personnel arrive on scene and take command of the situation in accordance with agency policies and procedures.
LE5035	Confront, control and/or disperse demonstrators, rioters and/or crowds.	The member given adequate personnel and equipment for the situation at hand utilizes only the force required to control or disperse the crowd without causing undue injury or property damage in accordance with agency policies and procedures.

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LE5037	Conduct active patrolling of assigned area.	The member will promote public safety in patrol area by conducting routine active patrolling of assigned area observing and investigating all suspicious activities and/or subjects. The member will leave the assigned area only when directed to do so by the appropriate authority in accordance with agency policies and procedures.
LE5039	Conduct traffic stop.	The member will correctly and safely conduct a traffic stop with minimal disruption of traffic flow while adhering to officer safety procedures at all times and either issue a citation or warning to the driver and or passengers in accordance with applicable traffic laws and in accordance with agency policies and procedures.
LE5040	Conduct felony stop.	The member will conduct a felony stop without causing undue injury or violating the constitutional rights of the suspect(s). The member will observe officer safety skills at all times, arresting or releasing the suspect(s) in accordance with agency policies and procedures.
LE5045	Inform victims of victim's legal rights.	The member will provide the victim with a victim rights packet and explain the victim's legal rights pursuant to State Statutes and in accordance with agency policies and procedures.
LE5046	Counsel and/or separate people involved in domestic dispute.	The member mediates or advises people involved in domestic or civil disturbances, minimizes personal injury or property damage, restores order, and ensures no personal rights are violated in accordance with agency policies and procedures.
LE5047	Investigate non-police action calls (such as animal calls, rescue calls).	The member provides quick, effective, courteous and appropriate assistance on all non-police action calls (stranded motorist, nuisance animal calls, etc.). Notifies medical or other assistance and/or agencies as required in accordance with agency policies and procedures.
LE5051	Conduct dwelling, building and/or grounds check.	The member performs check of dwellings, other buildings or grounds ensuring the security of the buildings or grounds and any personal property while maintaining officer safety and without violation the owners rights in accordance with agency policies and procedures.
LE5053	Make arrest with warrants.	The member, given an arrest warrant, apprehends and arrest the suspect without undue harm and ensures the suspect's rights are not violated while maintaining officer safety in accordance with agency policies and procedures.

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LE5054	Make arrests without warrant.	The member, given probable cause, apprehends and arrests the suspect without undue harm and ensures the suspect's rights are not violated while maintaining officer safety in accordance with agency policies and procedures.
LE5055	Book suspects.	The member will transport arrested subject(s) to the detention facility, turn custody of the subject(s) over to the booking officer for processing and correctly complete all the required paperwork and/or reports in accordance with agency policies and procedures.
LE5062	Seize, impound and/or confiscate vehicle or property.	The member accurately identifies and seizes, impounds, or confiscates vehicles or property in accordance with the legal documents delivering item(s) seized to the property room or appropriate agency member(s) in accordance with agency policies and procedures.
LE5063	Classify incident as criminal or civil.	The member determines if an offense has been committed and then correctly classifies the incident as either criminal or civil and then proceeds to take the appropriate action in accordance with agency policies and procedures.
LE5064	Noncustodial and/or custodial Interview of persons such as suspects, victims, witnesses and/or informants.	The member interviews persons in a professional manner, obtaining and recording accurate and pertinent information without violating any persons' rights and in accordance with agency policies and procedures.
LE5065	Review Be-on-the-look-out (BOLO).	The member reviews and accurately records Be-on-the-look-out (BOLO) information and becomes familiar with the facts and the subject(s) of a Be-on-the-look-out (BOLO) in accordance with agency policies and procedures.
LE5066	Act and/or respond to hostage or kidnapper.	The member will quickly evacuate bystanders, correctly set up cordon or security boundary to protect all persons involved, and notify appropriate command authority. The member will gather all information on demand and completely and accurately brief the Federal Bureau of Investigation (FBI)/State Law Enforcement officials when requested in accordance with agency policies and procedures.
LE5068	Conduct field frisk and/or pat down search.	The member, given probable cause or arrest warrant, uses caution in searching the subject and successfully locates and retrieves any weapons, evidence and/or contraband while maintaining control of the subject without violating subject's rights or causing undue injury in accordance with agency policies and procedures.

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LE5070	Rescue and/or assist in the rescue of trapped persons.	The member correctly assesses the situation, rescuing or assisting in the rescue of trapped persons or persons requiring assistance while maintaining safety procedures for all involved in accordance with agency policies and procedures.
LE5072	Respond to bomb and/or explosive threat.	The member will respond to bomb and/or explosive threats in accordance with agency policies and procedures.
LE5073	Pursue vehicles.	The member determines the need for pursuit of a vehicle and/or boat and conducts the pursuit safely while strictly adhering to procedures guiding such pursuits until either the vehicle stops or the pursuit is terminated by other means in accordance with agency policies and procedures.
LE5074	Control disorderly and/or irate persons.	The member controls the person(s) in question, applying only the required use of force for the situation and ensuring the person's rights are not violated while maintaining the safety of all involved in accordance with agency policies and procedures.
LE5075	Testify at trials, hearings, grand juries and/or depositions.	The member testifies at trials, hearings, grand juries, and/or depositions answering all questions in a coherent, truthful, and impartial manner without volunteering additional information other than that requested in accordance with agency policies and procedures.
LE5077	Execute arrest warrant, capias, writ or subpoena	The member executes the instructions of the court documents in a correct and timely manner without causing undue injury or violating the subjects rights in accordance with agency policies and procedures.
LE5080	Prepare reports and/or affidavits.	The member collects complete and accurate information and prepares clear, concise reports and/or affidavits in accordance with agency policies and procedures.
LE5100	Apply handcuffs.	The member, given probable cause, an arrest warrant, or officer safety concerns, will correctly apply handcuffs in such a manner as to prevent the person from removing the handcuffs and without causing undue injury, pain, or violating the constitutional rights of the person in accordance with agency policies and procedures.
POLICY		
PL1	Accepts supervision and direction.	The member responds to supervision, guidance and direction of superiors in a positive, receptive manner.
PL2	Grooming and dress.	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and policies.

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PL3	Observes work hours.	The member observes assigned work hours, is at work on time and works the shift until the shift is over.
PL4	Contact with public.	The member demonstrates a polite, helpful, courteous and professional image when in the contact of the public and/or when engaged in any public activity.
PL5	Operation and care of equipment.	The member properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies and procedures.
PL6	Response to Resistance.	The member utilizes the minimum of force required for the situation as specified within the response to resistance continuum and in accordance with agency policies and procedures.
PL7	Pursuit.	The member observes agency pursuit guidelines when initiating or engaging in a vehicle, boat and/or aircraft pursuit.

PROFICIENCY

PR1	Officer safety.	The member is cognizant of and demonstrates appropriate officer safety techniques at all times.
PR10	Knowledge of geographical jurisdiction.	The member is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction.
PR2	Firearms proficiency.	The member qualifies on the target range and or simulator, scoring at or above the specified minimum.
PR23	Inter-personal skills.	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR27	General communications skills.	The member has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues and body language in order to effectively listen to individuals.
PR29	Problem solving.	The member has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR30	Conflict resolution.	The member has the ability to assist and encourage individuals to resolve disputes without resorting to violence or engaging the formal legal mechanism if possible and appropriate.

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PR32	Knowledge of supporting agencies in the community.	The member can verbally recall all available agencies, departments, support groups, and other resources that can be utilized for referral of citizens and support for community policing officers in the performance of their jobs.
PR37	Knowledge of procedural and policy manuals.	The member has the ability to read, interpret and follow agency policies and procedures and demonstrates this knowledge via oral or written testing.
PR4	Radio communications.	The member utilizes the 2-way radio for official communications only, communicating in a clear, concise and intelligible manner under all conditions and at all times.
PR42	Team building skills.	The member demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR5	Verbal communications.	The member conveys verbal information, instructions, directives and/or commands in a clear, concise and intelligible manner.
PR6	Written communications.	The members written communications are accurate, concise, legible and timely.
PR64	Interviewing skills.	The member is able to obtain the desired pertinent information from individuals through verbal questioning and discussion without violating the individual's rights and maintaining compliance with the law and agency policies.
PR7	Driving.	The member maintains control of the vehicle, boat, aircraft and/or trailer in all situations under varying weather conditions, adhering to all traffic laws as per call classification.
PR8	Defensive and control tactics.	The member is able to subdue and control persons utilizing only the force required and without causing undue injury to, or violating the rights of the persons.
PR9	Knowledge of local, state, and federal statutes and/or ordinances.	The member is able to correctly determine if and what statute has been violated and is able to correctly identify, classify, and explain the violation. The member is able to apply the correct charges as per the statute(s) violated.

