

# Leon County Sheriffs Office

## Job Description - Listing

### POSITION: Uniform Patrol Deputy

| ID          | Statement  | Performance Standard  |
|-------------|--|---|
| <b>TASK</b> |  |   |
| ALL1000     | Complete assignment as directed  | The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.  |
| CO3119      | Investigate/document injury to inmate/suspect while outside of detention facility. | The employee will respond immediately to any injury suffered by an inmate, offender, or suspect, providing or obtaining medical assistance if required. The employee will generate an accurate and concise report documenting the injuries and incident in accordance with all applicable   |
| LE5000      | Monitor / respond dispatch and calls for service.                                  | The employee dilligently monitors dispatch and responds to all dispatch directed services calls in a timely manner consistent with call classification and in accordance with agency policies.  |
| LE5001      | Secure crime scene.  | 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.        |
| LE5002      | Administer breathalyzer test.  | The officer will correctly administer breathalyzer test(s) to suspected intoxicated driver/pilot according to equipment manufacturers specifications/procedurers and accurately record the results of the test(s), arresting or releasing the suspect in accordance with state laws and agency  |
| LE5003      | Apprehend suspects.  | Consistent with agency policies, the officer 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. |
| LE5010      | Retrieve and enter information from mobile computer.                               | The officer will accurately enter and retrieve supect / vehicle / dispatch / service call information from the mobil computer.  |

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| LE5011    | Provide assistance to patrol deputies / other units.  | The officer / supervisor immediately responds to calls for assistance, providing the officers with whatever assistance is required to safely resolve the situation in accordance with agencies policies.   |
| LE5026    | Guard persons in custody  | When an inmate or suspect is escorted to an outside destination, the officer 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.  |
| LE5027    | Originate new cases.  | The officer will gather accurate information or pertinent evidence and correctly determine if investigation is warranted in accordance with state laws and agency policies.  |
| LE5032    | Administer field check to suspected intoxicated drivers.                                    | The officer identifies elements of DUI and properly administers field sobriety tests to suspected driver / pilot in accordance with State laws and agency policies. The officer accurately records results of each test, making a correct decision whether to release the subject or administer breathalyzer type  |
| LE5033    | Transport persons (such as injured or lost persons, mental patients, prisoners or suspects. | The officer 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.  |
| LE5034    | Administer first aid/CPR  | The employee/volunteer assesses injuries and administers appropriate first aid to injured person, requesting additional medical assistance if necessary in accordance with agency policies and state regulations if applicable (FJMS). If the individual is in cardiac arrest, certified personnel will correctly administer CPR until medical personnel arrive on scene and take command of the |
| LE5035    | Confront and control or disperse demonstrators, rioters, or crowds.                         | Given adequate personnel and equipment for the situation at hand, the officer utilizes only the force required to control or disperse the crowd without causing undue injury or property damage in accordance with agency policies. Peace and public   |
| LE5037    | Conduct active patrolling of assigned area.   | The officer will promote public safety in patrol area consistent with agency policies by conducting routine active patrolling of assigned area observing and investigating all suspicious activities / subjects. The officer will leave the assigned area only when directed to do so by the appropriate   |

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| LE5039    | Conduct traffic stop.   | The officer 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 agency policies. |
| LE5040    | Conduct felony stop.  | The officer will conduct a felony stop in accordance with department policy and without causing undue injury or violating the constitutional rights of the suspect(s). The deputy will observe officer safety skills at all times, arresting or releasing the  |
| LE5045    | Inform victims of victim's legal rights.                          | The officer will provide the victim with a victim rights packet and explain the victim's legal rights pursuant to State Statutes and in accordance with  |
| LE5046    | Counsel and / or separate people involved in domestic dispute.    | The officer 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.   |
| LE5047    | Investigate non-police action calls (such as animal calls, rescue | The officer provides quick, effective, courteous, and appropriate assistance on all non-police action calls (stranded motorist, nuisance animal calls, etc.). Notifies medical or other assistance/agencies as required in accordance with agency policy.  |
| LE5051    | Conduct dwelling, building, or grounds check (EP)                 | The officer performs check of dwellings, other buildings or grounds consistent with agency policies ensuring the security of the buildings or grounds and any personal property while maintaining officer safety and without violation the   |
| LE5053    | Make arrest with warrants.  | Given an arrest warrant, the officer 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   |
| LE5054    | Make arrests without warrant.                                     | Given probabal cause, the officer 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   |
| LE5055    | Book suspects   | The officer 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/reports in accordance with agency  |

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| LE5062    | Seize, impound, or confiscate vehicle or property.  | The officer accurately identifies and seizes, impounds, or confiscates vehicles or property in accordance with the legal documents if applicable, state laws, and agency policies, delivering item(s) seized to the property room or appropriate agency   |
| LE5063    | Classify incident as criminal or  | The officer 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 state laws.  |
| LE5064    | Noncustodial and custodial Interview of persons such as suspects, victims, witnesses or informants. | The officer interviews persons in a professional manner, obtaining and recording accurate and pertinent information without violating any persons' rights and in accordance with agency   |
| LE5065    | Review Be-on-the-look-out   | The officer reviews and accurately records BOLO information and becomes familiar with the facts and the subject(s) of a BOLO.   |
| LE5066    | Act or respond to hostage or kidnapper.   | The responding officer will quickly evacuate bystanders, correctly set up cordon or security boundary to protect all persons involved, and notify appropriate command authority in accordance with agency policies. The officer will gather all information on demand and completely and accurately brief FBI / State Law Enforcement officials |
| LE5068    | Conduct field frisk or pat down search.   | Given probable cause or arrest warrant, the officer uses caution in searching the subject and successfully locates and retrieves any weapons, evidence, or contraband while maintaining control of the subject without violating subject's rights or causing undue injury in accordance with agency   |
| LE5070    | Rescue or assist in the rescue of trapped persons.  | The officer 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.   |
| LE5072    | Respond to bomb / explosive   | Agency members will respond to bomb / explosive threats in accordance with agency policies.   |
| LE5073    | Pursue vehicles.  | In accordance with agency pursuit policy, the officer determines the need for pursuit of a vehicle / boat and conducts the pursuit safely while strictly adhering to procedures guiding such pursuits until either the vehicle stops or the pursuit is terminated   |

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| LE5074    | Control disorderly or irate                               | The officer 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.  |
| LE5075    | Testify at trials, hearings, grand juries or depositions. | The employee testifies at trials, hearings, grand juries, and depositions, and answers all questions in a coherent, truthful, and impartial manner without volunteering additional information other than that requested in accordance with agency policies.  |
| LE5077    | Execute arrest warrant, capias, writ or subpoena          | The officer executes the instructions of the court documents in a correct and timely manner and in accordance with agency policies and state laws without causing undue injury or violating the   |
| LE5080    | Prepare reports or affidavits.                            | The employee collects complete and accurate information and prepares clear, concise reports or affidavits in accordance with agency policy.   |
| LE5100    | Apply handcuffs   | Given probable cause, an arrest warrant, or officer safety concerns, the officer 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 consistent with agency policies. |

**POLICY**

|     |                                 |   |
|-----|---------------------------------|---|
| PL1 | Accepts supervision and         | The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.                     |
| PL2 | Grooming and dress              | The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and                             |
| PL3 | Observes work hours             | The employee is at work on time and works the shift until the shift is over.  |
| PL4 | Contact with public             | The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.  |
| PL5 | Operation and care of equipment | The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies. |
| PL6 | Response to Resistance          | The employee utilizes the minimum of force required for the situation as specified within the response to resistance continuum and in accordance with agency policies.          |

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| PL7       | Pursuit          | The employee observes agency pursuit guidelines when initiating or engaging in a vehicle / boat / aircraft pursuit. |

**PROFICIENCY**

|      |   |   |
|------|---|---|
| PR1  | Officer safety                                    | The employee is cognizant of and demonstrates appropriate officer safety techniques at all times.   |
| PR2  | Firearms proficiency                              | The employee/volunteer qualifies on the target range and or simulator, scoring at or above the specified minimum.   |
| PR23 | Inter-personal skills                             | The employee/volunteer demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and   |
| PR29 | General communications skills                     | The employee/volunteer 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 |
| PR3  | Radio communications                              | The employee utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligible manner under all conditions and at all times.   |
| PR31 | Problem solving                                   | The employee has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.   |
| PR32 | Conflict resolution                               | The employee 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.  |
| PR34 | Knowledge of supporting agencies in the community | The employee 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.               |
| PR39 | Knowledge of procedural/policy manuals            | The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.   |
| PR4  | Verbal communications                             | The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.  |
| PR42 | Team building skills                              | The employee demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.   |

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| PR5       | Written communications                          | Written communications are accurate, concise, legible, and timely.   |
| PR58      | Interviewing skills                             | The employee 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.           |
| PR6       | Driving   | The employee maintains control of the vehicle / boat / aircraft / trailer in all situations under varying weather conditions, adhering to all traffic laws as per call classification.   |
| PR7       | Defensive / control tactics                     | The employee is able to subdue and control persons utilizing only the force required and without causing undue injury to, or violating the rights of   |
| PR8       | Knowledge of local, state, and federal statutes | The employee is able to correctly determine if and what statute has been violated, and is able to correctly identify, classify, and explain the violation. The employee is able to apply the correct charges as per the statute(s) violated. |
| PR9       | Knowledge of geographical jurisdiction          | The employee is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction.   |

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**ID**

**Statement**

**Performance Standard**

Notes, Comments, or Additional Performance Measures to be added:

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SUBJECT MATTER EXPERT APPROVAL

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