HOOD COUNTY JOB DESCRIPTION

Department: Sheriff's Office
Job Title: Patrol Deputy
Supervisor: Shift Corporal / Sergeant
Pay Grade:
Normal Workweek:
FLSA: Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. An employee may be requested to perform other duties assigned within the scope of responsibility and requirements of the job.

Definition

Under general direction performs law enforcement and crime prevention duties that ensure citizen safety, protection of life and property, and adherence with State and Federal laws.

Examples of Important Responsibilities and Duties—*Important responsibilities and duties may include, but are not limited to, the following:*

Essential Duties and Responsibilities

- Patrols an assigned area to ensure law compliance and to investigate suspicious activities, individuals or conditions.
- Enforce laws established for the protection of persons and property.
- Respond promptly to calls for service, prioritizing based on urgency.
- Issue traffic citations or warnings to individuals violating traffic laws.
- Performs arrests of individuals who violate the law.
- Process crime scenes for evidence; prepare cases for prosecution.
- Prepare and submit offense and incident reports in a clear and timely manner.
- Conduct follow-up investigations.
- Conduct general law enforcement activities in the county of Hood.
- Engage with the community to foster positive relationships
- Shall fulfill the employment standards of this position and comply with all county policies, rules and procedures, including those set out in the employee handbook or otherwise communicated, (verbally or in writing), to employees.
- Shall be able to communicate effectively in English both orally and in writing with supervisor, co-workers and the public. Compile and prepare reports.
- Shall be able to operate an automobile in a responsible manner and maintain a current valid Texas driver's license.
- Shall be able to safely qualify with a firearm as specified by the sheriff's office policies and procedures, and maintain firearm proficiency.
- Shall be able to demonstrate and use all county issued equipment specific to the job duties.
- Possess basic first aid knowledge as required by certification.
- Apply self-defense tactics.
- Apply appropriate interview and interrogation techniques.
- Other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Knowledge of State and Federal laws and statutes.
- Approved practice, principle and procedure of law enforcement work.
- Weapons and equipment maintenance.
- Operational characteristics, services and activities of a comprehensive law enforcement program.
- Modern office procedures, methods and computer systems.
- Technical and administrative methods of crime prevention and law enforcement including investigation, identification, patrol, traffic control, records management and care and custody of property.
- Operational characteristics and use of firearms and other modern law enforcement equipment.

Skills in:

- Effective written and verbal communications

Ability to:

- Adhere to law enforcement rules and procedures.
- Memorize and retain information.
- Communicate and interact positively with others
- Evaluate and make sound decisions based on conflicting information.
- Remain calm and work diligently in emotionally stressful or emergent conditions.
- Establish and maintain a positive working relationship with fellow employees.
- Maintain mental capacity which allows the capability of:
  - Exercising sound judgement and rational thinking under dangerous circumstances.
  - Evaluate various options and alternatives and choose an appropriate and reasonable course of action.
  - Demonstrate intellectual capabilities during training and field operations
- Effectively handle a work environment and conditions, which involve.
  - Responding to emergencies.
  - Working closely with others.
  - Irregular working hours.
  - Exposure to body fluids

- Effectively deal with personal danger which may include exposure to:
  - Armed and dangerous persons.
  - Communicable diseases.
  - Hazards of emergency driving.
  - Electrical hazards.
  - Dangerous animals.
  - Hazards associated with traffic control and working in and near traffic.
  - Natural and man-made disasters.

- Maintain physical condition appropriate to performance of assigned duties and responsibilities which may include the following:
  - Standing or sitting for extended periods of time.
  - Operating assigned office equipment.
  - Subdue violent persons.

- Make arrests.
- Walking and running short and long distances.
- Moving equipment and injured and deceased persons.
- Analyze problems, identify alternative solutions.
- Project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state and local policies, laws and regulations.

Minimum Job Requirements

- High school diploma or GED.
- Peace Officer's Certification / TCOLE license
- Minimal standards as described by TCOLE

Working Conditions

- The work environment for this position includes extensive travel throughout assigned patrol areas, exposure to stressful and potentially dangerous situations, and outdoor conditions subject to extreme weather.

Physical Demands

- Employees must be able to lift, carry, push, or drag objects weighing up to 200 lbs. (occasionally more), and perform tasks that may include running, jumping, and climbing various terrains. The position requires resilience against the hazards inherent in law enforcement work.

Equal Opportunity Employer

Hood County is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status including but not limited to an individual's disability, sex, race, color, national origin, or age.