

# **Bottineau County – North Dakota**

## **Job Description**

**Job Title:** Deputy Sheriff – Patrol

**Job Status:** Full – Time

**Department:** Sheriff's Department

**FLSA Status:** Non-exempt

**Reports to:** Sheriff

**Date:** December 19, 2024

### Nature of Work:

Under general supervision of the Sheriff and immediate supervision of a superior deputy, is responsible in an assigned district for general police work; prevention and detection of crime; the protection of life and property; and routine tasks in accordance with rules and regulations.

### Essential Functions:

1. Interpret and accurately apply specialized legal knowledge and constitutional law to enforce state and federal safety, traffic and criminal laws, rules and regulations.
2. Prevent loss of life, personal injury, and property destruction through patrol, traffic enforcement, crime prevention, surveillance, crowd control, and public safety promotion activities.
3. Enforce federal and state traffic and criminal laws including stopping violators; issuing warnings and citations; conduct field sobriety and blood-alcohol tests; detaining, arresting, transporting, and booking suspects; apprehending stolen vehicles and fleeing felons.
4. Respond to and investigate vehicular crashes, incidents, and potential safety hazards on and off state and county roadways; assess needs and request specific agency assistance; perform crash victim extrication and injury triage; determine cause and initiate necessary action to correct engineering concerns and / or change behavior.
5. Detect, gather, preserve and maintain evidence.
6. Transport inmates and provide internal security for detention facility and county courtroom as needed.
7. Recognize and respond to various hazardous material incidents, natural disasters, and other emergency situations.
8. Complete written reports on all incidents, arrests, accidents, investigations, assists, and daily activities; reports may be subject to review by supervisors, citizens, insurance adjustors, lawyers, judges, etc.
9. Participate in the prosecution of offenders; respond to inquiries by attorneys; prepare courtroom testimony, and testify in court and at administrative hearings.
10. Support federal, state(s), and local law enforcement operations.
11. Performs other specific duties as required and assigned per division.

### Requirements of Work:

1. Maintain a positive and productive work atmosphere by communicating and maintaining a professional manner with superiors, other officers, employees, detainees, attorneys, and anyone coming in contact with the Sheriff's Office.
2. Knowledge of general police methods and procedures or the ability to learn such methods rapidly; knowledge of traffic rules, regulations and criminal laws; aptitude in the use of firearms, and the ability to operate motor vehicles and law enforcement radios and equipment.
3. Reading, writing and arithmetic skills sufficient to create and comprehend activity reports.
4. Able to deal firmly and courteously with the general public.
5. Willing to work shift work consisting of days, nights, holidays and weekends.
6. 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.
7. Ability to react quickly and calmly under emergency conditions which includes the regular use of all extremities; must have ability to hear, and eyesight corrected to 20/30 or better with the ability to distinguish colors and have no appreciable loss of peripheral vision.
8. Must possess a valid driver's license with no serious traffic violations, no felony or misdemeanor convictions.
9. Must be able to pass civil, criminal, and driver's license background checks, and physical and mental evaluations to prove ability to handle one's self in cases of physically demanding emergencies and stressful environmental strains.
10. Maintain the Sheriff's Office code of ethics, policies and the North Dakota Century Code.

### Desired Training and Experience:

1. Must be United States citizen, 18 years of age or older.
2. High school graduate or GED certified.
3. Ability to obtain a North Dakota Law Enforcement License within one year of employment.

### Special Working Conditions

1. Physical environment consists of exposure to extremes in weather and driving conditions. Much time is spent in a vehicle, often times having to go out into the elements while conducting investigations, traffic stops and property checks.
2. Will include physical motions of sitting, standing, walking, running, climbing, jumping, lifting, pulling, carrying and dragging objects, quickly entering and exiting law enforcement patrol vehicles and physical contact with others using body force to restrain individuals.
3. Will include effectively restraining a suspect, forcibly if necessary, using handcuffs and other restraints.
4. Endure verbal and mental abuse when confronted by suspects and other people in an antagonistic environment; break up fights and affrays; use of firearms when necessary.

5. Encounter environmental and health concerns through exposure to infectious diseases transmitted through body fluids, chemicals and other substances related to a Deputy Sheriff's work.

**Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining a Deputy Sheriff related position. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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**Employee Signature**

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**Date**