

**MACOMB COUNTY
CLASSIFICATION DESCRIPTION**

Classification Title:	Deputy
Department:	Sheriff's Office
Hiring Authority:	Sheriff
FLSA Status:	Non-Exempt
Employment Relationship:	Just cause subject to probationary period
Union Representation:	Fraternal Order of Police Labor Council (FOPLC)
Effective Date:	December 28, 2018

JOB SUMMARY:

Under direction, maintains law and order and serves the legal process of courts; patrols assigned areas to enforce laws, investigates crimes and arrests violators; investigates illegal or suspicious activity; may transport prisoners.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Maintains law and order by patrolling assigned area; issues traffic citations; may make arrests for law violations; appears and testifies to evidence in court.

Investigates illegal and/or suspicious activities and persons; attempts to subdue and control disturbances and arrests law violators.

Prepares detailed reports on vehicle crashes (accidents), arrests and other cases.

Locates, transports or escorts persons and/or prisoners between courtrooms, jail and medical facilities.

Serves subpoenas and summons and maintains various records and documentation.

Assists vehicle accident victims and investigates causes of vehicular accidents.

Assists in maintaining the security of the jail area; provides custodial care of inmates and assists in obtaining inmate compliance with disciplinary rules and regulations.

Takes count of inmates, inspects inmate quarters, aides in preventing escapes and takes part in searches for escaped inmates.

Operates motor vehicles, firearms and other law enforcement related equipment.

QUALIFICATIONS (Education and Experience):

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development (GED) test.

Successful completion of the Michigan Commission on Law Enforcement Standards (MCOLES) physical ability test and written exam.

Recognized as certifiable by MCOLES.

Must be at least eighteen (18) years of age.

Must be a resident of the State of Michigan for one (1) year and have United States citizenship.

Applicants must meet all Civil Service requirements which include a physical examination, drug screen, psychological evaluation and background investigation prior to appointment.

At time of appointment, applicant must be on Sheriff's Civil Service Commission's eligibility list for Deputy Sheriff.

SKILLS AND SPECIFICATIONS:

Ability to exercise leadership, initiative and good judgment and maintain a constant temperament while exercising consistent restraint while dealing with inmates and/or law violators.

Ability to obtain and analyze factual information in investigations and interviews and to prepare concise reports of such investigations.

Possess knowledge of criminal and civil law and enforcement techniques; knowledge of interviewing and investigative techniques; knowledge of legal evidence and of court procedures.

Flexibility for working various shifts, holidays and overtime and willing to remain available for duty twenty-four (24) hours a day.

Ability to establish and maintain effective working relationships with co-workers, other law enforcement agencies and the public.

Ability to interact with all persons in a non-discriminatory manner.

Ability to effectively speak, write and understand the English language.

Ability to speak and understand a language other than English is preferred.

Ability to establish and maintain effective working relationships with elected officials, Administrators, Department Heads, staff, union officials and the public.

Ability to conduct oneself with tact and courtesy.

Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel.

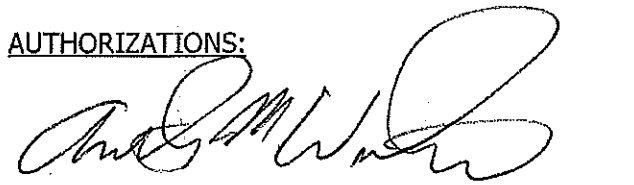
WORKING CONDITIONS/PHYSICAL DEMANDS:

Must be in good physical condition.

Bends, stoops, lifts and moves people and equipment as necessary; may sit, stand, walk and run for extended periods and on uneven terrain.

Adequate sensory skills to detect smoke, fire and fumes; adequate visual acuity with color, depth perception and peripheral vision.

AUTHORIZATIONS:



Department Approval

12-27-18
Date

Human Resources and Labor Relations Approval

12-28-18
Date

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by these statutes.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

The Fraternal Order of Police Labor Council (FOPLC) bargaining unit represents this position.