

**WARD COUNTY  
POSITION DESCRIPTION**

**DEPARTMENT:** Sheriff's Department  
**POSITION TITLE:** Patrol Deputy  
**IMMEDIATE SUPERVISOR:** Lieutenant  
**SUPERVISORY RESPONSIBILITIES:** No

**SALARY GRADE:** 12  
**STATUS:** Non-exempt  
**STORM ESSENTIAL:** Yes

**EMPLOYEE'S NAME:** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE :** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**1. GENERAL DESCRIPTION OF POSITION:**

The Patrol Deputy serves and protects the public and enforces the laws of the State of North Dakota by routinely patrolling the roads and highways of the County, checking the security of property, responding to calls for assistance, investigating crimes and accidents, and keeping records of his/her activities.

**2. DUTIES AND RESPONSIBILITIES: ("●" Indicates essential function)**

- Operate assigned vehicles in patrolling the roads and highway of the County, enforcing traffic laws, checking on the security of property, responding to calls for assistance and rendering aid
- Investigate accidents and crimes by securing crime scenes, interviewing witnesses and victims, gathering data, taking measurements, and searching for and securing physical evidence
- Completes logs and reports and other records of activities, investigations, and incidents he/she is involved with
- Locate individuals and serves civil papers and criminal warrants as assigned
- Participate in training programs and exercises to maintain proficiency in performing assigned functions
- Transport prisoners and mental health cases to or from State institutions and other law enforcement holding facilities
- Locate and arrest persons for whom criminal warrants have been issued
- Assist other law enforcement agencies as requested or directed

- Make court appearances to testify in traffic and criminal cases
- Take reports of a runaway juvenile, attempt to locate the juvenile, and remain with him/her until released to their family or other appropriate person or agency
- Attend meetings and briefings and provide public relations activities as directed
- Keep vehicle servicing and maintenance records for assigned vehicle and make arrangements for servicing and maintenance when needed.

**3. KNOWLEDGE, SKILLS, AND ABILITIES: (“●” indicates essential functions)**

- Good knowledge of the English language, both written and spoken; a general knowledge of the law and the functions of law enforcement; and a good understanding of human behavior, particularly in stressful situations
- Good skills in writing, reading, speaking and listening to the English language and effectively communicating with others both orally and in writing and particularly under pressure and in emergencies; skills in effectively reasoning and dealing with others particularly in tense and potentially dangerous situations; skill in operating a motor vehicle
- The ability to understand and follow policies and procedures; the ability to exercise judgment in applying policies and procedures and interpreting the law, particularly under stress and in emergencies; the ability to effectively function in emergencies and under stress; the ability to physically restrain another person if necessary; the ability to learn and effectively perform new tasks and skills; the ability to work effectively and cordially with other employees, prisoners, employees of other agencies and the public, including those from other cultures and of other races

**4. POSITION QUALIFICATIONS: (“●” indicates essential function)**

- High School and at least one year of full-time work experience in law enforcement, security, or a public contact position or any equivalent combination of education and experience

A two year college degree, one year experience working in the field of law enforcement, and licensure as a law enforcement officer in North Dakota are preferred.

**5. LICENSURE REQUIREMENTS:**

A Patrol Deputy is required to be licensed by the State of North Dakota as a law enforcement officer within one year of employment in the position. The position also

requires a valid driver's license. The failure to obtain or maintain current licensure in either or both of these areas may result in suspension or termination of employment.

**6. SUPERVISION RECEIVED/EXERCISED:**

A Patrol Deputy is not regularly assigned to supervise other positions, and is supervised by the Patrol Supervisor or by the Assistant Patrol Supervisor in the absence of the Patrol Supervisor.

**7. WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

A Patrol Deputy spends the majority of working time operating a motor vehicle. The Patrol Deputy is usually assigned to work evenings and throughout the night on a schedule that includes weekends and holidays. Working hours and days off may vary from schedule to schedule. On occasion, because of work load or emergencies, additional work may be required beyond scheduled hours. The Patrol Deputy often works in extremes of climate and weather and out of doors. A Patrol Officer occasionally faces stressful situations which involve the risk of personal safety or the safety of others. The Patrol Deputy may be required to wear protective equipment, and must be ready to use a firearm or physical force in the line of duty.

A Patrol Deputy is required to run distances in pursuit of suspects or juveniles, jump over or across obstacles, climb obstacles such as fences or walls, bend, stoop, kneel, reach, crawl, or stretch in performance of the job. A Deputy must be able to lift and/or move objects and people weighing up to 300 lb., physically control people, sit in a patrol car or elsewhere or stand for long periods of time, and push vehicles for short distances. Excellent overall health, eyesight, and hearing are necessary.

**6. OTHER ASSIGNMENTS:**

County department heads and supervisors reserve the right to amend the functions assigned a position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.