



ANDERSON COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

DEPUTY SHERIFF/UNIFORM PATROL

GENERAL PURPOSE

Under general supervision, this position is responsible for the enforcement of state and local laws relating to public safety and welfare. Uses independent judgement in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high-risk conditions.

SUPERVISION RECEIVED

Reports to assigned Sergeant, Staff Sergeant or Lieutenant.

SUPERVISION EXERCISED

Deputies with the rank of Corporal provide minimal supervision as directed by Sergeant, Staff Sergeant and Lieutenant.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Regular attendance is essential and necessary to perform the essential duties and responsibilities required.

Patrols an assigned beat in a patrol car (or other assigned vehicle) on assignment for the purpose of observing the area for possible criminal activity or other conditions that could endanger public safety; investigating complaints and enforcing laws; maintains high visibility; utilizes a proactive and creative approach to crime solving and prevention. Accomplishes these tasks in a timely manner.

Investigates crimes, interviews witnesses, complainants and victims; gathers physical evidence and preserves for court; conducts follow-up investigations as needed.

Enforces all felony and misdemeanor laws of South Carolina, as well as Anderson County ordinances, equitably and with compassion.

Apprehends, arrests and detains criminal suspects and law violators when necessary, utilizing a minimum amount of force; follows proper procedures when making arrests' maintains a constitutionally sound and rehabilitative approach to incarcerations.

Enhances public trust through accountability, professionalism and visibility.

Serves warrants, summonses, subpoenas, civil and other official papers.

Serves as witness in court and provides evidence in court as required; provides a safe and secure court environment.



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Responds to emergency calls, such as robberies, burglaries, kidnappings, assaults and murders; and utilized best practices and safety procedures in answering and while responding.

Checks residential and commercial property for security; checks on Senior Citizens.

Assists motorists in various situations, as needed, to ensure their safety.

Works in partnership with the community to ensure the highest possible quality of life.

Contacts complainants and/or victims of crimes within a reasonable length of time; keeps complainants or victims informed of progress of investigations.

Investigates and reports fires or other related events; keeps by-standers out of danger; safeguards property; and renders first aid in emergency situations.

Prepares, processes and/or transmits various reports, as required.

Accurately records information concerning events that took place during tour of duty and records such activity in the manner as prescribed by the agency.

Maintains uniform, equipment and weapons in functional and professional condition.

Safely transports mental patients and prisoners to prescribed locations, as necessary.

Accurately accounts for and transports evidence coming into custody.

Answers questions asked by the general public; works with juveniles and adults in related matters; refers public to the proper person or agencies that can provide further assistance, as required.

Performs special projects as direct by the Sheriff and/or other senior officers.

Watches for wanted or missing persons and lost children; reports stray animals, as necessary.

Attends shift meetings, seminars and training sessions, as required, to remain knowledgeable of operations and promote job performance and career development.

Participates in annual physical abilities testing and completes to acceptable standards.

Maintains required level of proficiency in the use of firearms, defensive tactics and evasive action/driving skills.

Takes active charge in serious or unusual situations to mitigate injury to others and personal property.

Exemplifies the core values of courage, compassion, professionalism, accountability and respect.

ADDITIONAL ESSENTIAL REQUIREMENTS

Maintains fair workload; takes on additional responsibilities as needed; manages priorities' develop and follows work procedures; completes assignments on time and to specifications.



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Uses time and resources effectively; prioritizes duties in a manner consistent with organizational objectives and emergencies; meets deadlines and follows through; requests assistance when necessary to complete duties.

Pursues goals with commitment and takes initiative eagerly; results-oriented; desires to excel on the job; works steadily and actively; demonstrates self-confidence and positive attitude.

Listens, identifies and responds quickly and effectively to the needs of the community and sets work activities accordingly; goes beyond what is expected and follows-up to ensure community satisfaction.

Demonstrates accuracy, thoroughness and reliability; develops and follows work procedures.

Treats everyone equitably and fairly; embraces diversity in daily work life; works with diverse group of fellow employees comfortably and willingly.

Consistently on time and ready to work at the start of shift and after breaks; requires no start-up time; always provides proper notification or advance notice of absence or tardiness.

Represents self and situations honestly; understands and maintains confidentiality.

PERIPHERAL DUTIES

Duty hours may be extended from time to time, as deemed necessary by unit supervisor.

Provides assistance to the public in non-criminal situations.

Performs other related duties, as required.

MINIMUM QUALIFICATIONS

High school diploma or GED;

Must be a US Citizen;

Must be at least 21 years old;

Must possess, or be able to obtain by time of hire, a valid SC Driver's License with no history of suspension or revocation in any state;

Must pass a background investigation; and

Must pass a drug screen.



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SPECIAL REQUIREMENTS

Must obtain Basic Law Enforcement Training Certification from SC Criminal Justice Academy;

Must attend 40 hours of in-service training every three (3) years;

Must successfully complete periodic training programs, both internal and external; and

Must be able to meet the agency's physical standards.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of local, state and federal laws pertinent to law enforcement.

Working knowledge of law enforcement guidelines and criminal investigation methods and techniques.

Working knowledge of court procedures.

Skill in the use and care of firearms and other law enforcement related equipment.

Skill in administering first aid.

Ability to safely operate a motor vehicle and other assigned equipment.

Ability to act quickly and correctly in emergencies.

Ability to pay close attention to detail.

Ability to enforce the law courteously, tactfully, firmly and impartially.

Ability to properly handle confidential information.

Ability to communicate effectively both orally and in writing.

Ability to use a computer and related software.

Ability to meet specific physical requirements.



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TOOLS AND EQUIPMENT USED

Patrol car, police radio, firearms, handcuffs, baton, chemical spray, flashlights, binoculars, audio and/or video recorder, camera, computers (including word processing and specialized software), copy machine, fax machine, telephone, federal, state and local statute books, maps, charts and diagrams, tape measures, Breathalyzer machine/Data Master, magnifying lens, scissors, manuals, reference books, incident reports, booking forms, ticket book, first aid kits, fire extinguishers, Kevlar vests, Personal Protective Equipment (PPE-KIT).

ADA COMPLIANCE

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, run, sit, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste and smell. The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision corrected by the use of eyeglasses is satisfactory.

Environmental Factors: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is exposed to hostile environments and individuals; and is occasionally exposed to wet and/or humid conditions, blood-borne pathogens, fumes or airborne particles, toxic or caustic chemicals, extreme cold and/or extreme heat.

The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Anderson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.