

**Franklin County
Position Description**

Position Title: **Deputy**

Department: Sheriff's

Reports To: Sergeant

Date: July 2002

GENERAL SUMMARY:

Under the general supervision of the Sergeant, responsible for law enforcement work in the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and civil statutes in the State of Maine, County of Franklin.

ESSENTIAL JOB FUNCTIONS:*

- Patrols residential, commercial, and industrial property, utilizing both drive by and physical check techniques to observe, prevent, or terminate unlawful acts; maintains radio contact with dispatch; reports unusual crimes or situations. Special attention is given to areas with no active police department.
- Responds to dispatch calls or initiates actions; responds to citizen complaints.
- Facilitates the movement of people and vehicles, including the enforcement of all traffic regulations; controls and redirects traffic in congested areas and scenes of emergency or danger; promotes traffic safety; assists stranded motorists; and enforces parking restrictions.
- Secures crime scenes, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests.
- Responsible for both high and low risk transports of prisoners, juveniles, and individuals.
- Responds to mental health emergencies; transports individuals who are involuntary admitted to psychiatric units.
- Prepares, delivers, and serves all civil writs and other civil processes to assure they are presented within the time frame established by the court and statutes.
- Prosecutes all misdemeanor violations investigated; prepares cases and appears in court, as required.
- Communicates and cooperates with all local, state, and federal law enforcement agencies to provide information, assist with investigations, and participate in arrests and court hearings.
- Completes daily activity and cruiser reports; prepares all paperwork resulting from law enforcement activities.

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OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintain responsive community relations.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require overall knowledge of law enforcement or related subjects equivalent to completion of an Associate's degree and one to three years of related experience and/or training; or equivalent combination of education and experience.

During career tenure, must maintain State of Maine driver's license and appropriate law enforcement certifications.

Knowledge of federal, state, and local civil and criminal statutes on which charges and arrests are executed.

Knowledge of law enforcement rules and regulations and standard operating procedures.

Knowledge of the geography of the County and location of important buildings.

Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to understand and carry out oral and written instructions and prepare clear, comprehensive reports.

Ability to exercise sound, independent judgment and to render objective decisions in the application of laws and statutes.

Ability to apply techniques of self-defense and use necessary force to apprehend and retain violent or hostile individuals.

Ability to establish and maintain effective working relations with others.

Skill in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.

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SUPERVISORY RESPONSIBILITY:

Supervises all new Deputies during their training period and may serve as officer in charge at a crime scene. Carries out supervisory responsibilities in accordance with Franklin County’s policies and applicable laws.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Frequent and extended periods of outside work, subject to all weather conditions and extremes.

Subject to regular interruptions to handle emergency situations.

Unpredictable and sometimes strenuous periods of physical activity such as climbing, bending, standing, and lifting.

May be subject to personal hostility and the potential exists for sustaining serious bodily harm or possibly death in the performance of duties.

Travel by cruiser within County and to neighboring counties is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval
07/02

Date

This 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.