

# SIERRA COUNTY

## JOB CLASSIFICATION

CLASS TITLE: DEPUTY SHERIFF I

CLASS CODE:

STATUS:

SALARY: See current Pay Table

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### DEFINITION:

A trainee classification assigned to a Peace Officer Standards and Training (P.O.S.T.) certified basic peace officer academy.

### DISTINGUISHING CHARACTERISTICS:

Incumbents in this class serve in a training capacity until the acquisition of a basic academy certificate of completion or the issuance of a basic P.O.S.T. certificate, and the completion of the Field Training Program.

### REPORTS TO:

Reports to the assigned Field Training Officer, any assigned Deputy Sheriff II or III and any Supervisor within the department.

### CLASSIFICATIONS SUPERVISED:

None

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The trainee attends a P.O.S.T certified academy as assigned. Upon the successful completion of academy training this individual, is assigned to the Field Training Program. During this Field Training Program, under supervision, serves as a Deputy Sheriff II with all of the duties and aspects of that sworn position, but not limited to; patrolling, arrest, substantiating findings of fact in a court of law, serving felony and misdemeanor warrants and civil documents; assisting in the capacity of Deputy Coroner; preparing detailed reports of all investigations and activities; investigating accidents; assisting and cooperating with other law enforcement agencies in investigations and arrests; maintaining departmental files and records; maintaining firearms and other equipment in good working condition; may act as a Dispatcher to answer telephone calls from the public, record information and dispatch calls to patrol units as necessary while maintaining records of radio transmissions; may act as a Corrections Officer to receive, book, search, fingerprint and photograph new prisoners as well as perform jailer duties as assigned; may act as Courts Bailiff as assigned; and may act as an Emergency Medical Technician.

### TYPICAL PHYSICAL REQUIREMENTS

#### **Hearing**

Corrected hearing to a normal range that is adequate to hear and understand conversations in both quiet and noisy environment with the ability to discriminate among both speech and non-speech sound, i.e., to hear and correctly understand individuals being interviewed, to hear scuffling, the opening and closing of doors, or of firearms being loaded in order to determine safe entry or exit of situation or building or to detect the

approach of vehicles, people, animals, machinery and to anticipate potentially unsafe situations.

### **Vision**

Corrected vision to a normal range that is adequate to meet California Department of Motor Vehicles criteria for required licensing. Accuracy in far vision is important such as to determine whether someone twenty feet away is armed or holding a non-weapon item. If an officer loses his/her glasses or lenses, the officer must have adequate uncorrected vision to find his/her partner, vehicle, weapon or radio to summon assistance. Accurate color vision is necessary to properly describe evidence, suspects and vehicles.

### **Dexterity and Coordination**

Must possess the arm strength and range of motion, which is sufficient to write, use firearms and subdue and arrest suspects. Must possess the coordination and explosive strength to run at least 440 yards and be able to communicate and perform tasks at the end of that distance. Must possess the mobility to walk distances with coordination and balance in both light and dark environments on uneven, irregular surfaces and steep inclines. Must have the finger dexterity and hand/arm steadiness to adequately load and operate firearms accurately, handcuff suspects, drive a vehicle while operating the vehicle's radio and use a computer or typewriter keyboard. Must have the ability to move arms or legs rapidly such as to use weaponless defensive tactics, climb fences, subdue a combative person and write reports by use of a computer or typewriter.

### **Physical Strength**

Must have the muscle strength to lift, push, pull and carry object weighing in excess of 100 pounds. Must have stamina and balance necessary to perform such tasks as walking long distances, running upstairs, scaling fences, climbing up and down inclines in the uneven terrain and walking on icy surface. Must have the trunk strength and stamina as necessary for repeated activities of the mentioned type.

### **Mental Requirements**

The following mental abilities are required for this position: Alertness, concentration, judgment, patience, memory, problem solving, initiative and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods of inactivity is very important for situations such as driving or being seated as a passenger in a moving stationary vehicle.

### **Typical Working Conditions**

Work is performed in all possible environments found within Sierra County. Such environments include an office setting, out of doors in all possible weather conditions, in confined spaces, underground and in extreme cold and heat at all hours of the day and night. Work also includes the possible exposure to different environmental hazards, machinery and moving equipment.

### **Equipment Used**

Handguns, shotguns, rifles, and ammunition for the use of those weapons. Batons and chemical deterrents as defensive weapons.

Mobile, stationary and hand-held radios for communications.

Computers, word processors and typewriter for completion of comprehensive reports.

Various vehicles used depending on specific assignments, i.e., patrol cars, snowmobiles, search and rescue and motorized boats.

### **Desirable Qualification**

The successful candidate would possess a combination of the following related educations, training and experience for minimum qualification.

High School Diploma/General Education Diploma	5 points
Relevant Work Experience (1 point/year)	5 points
Training & Experience	5 points
Higher/Secondary Education	5 points
Minimum points needed for consideration of employment	20 points

In addition, the successful candidate should possess:

- a) The knowledge or the organization of county government and the basic functions of each department.
- b) The thorough understanding of the functions and responsibilities of the County Sheriff/Coroner,
- c) The thorough understanding of the criminal justice system within the State of California and the United States of America
- d) The correct usage, spelling, grammar and punctuation of the English language, and,
- e) The thorough knowledge of contemporary law enforcement procedures, tactics, and equipment.

### **Training and Experience**

Education: High School graduate or G.E.D. equivalent as required by California State Law.

Experience: One (1) year of general work experience involving public contact. Training as an Emergency Medical Technician or as a Corrections Officer is desirable but is not requirement.

### **Special Requirements**

Certifications:  
Possession of a valid California Driver's License.

Abilities:  
Understand, interpret and apply policies, rules, ordinances and laws pertaining to law enforcement. Follow both oral and written directions.  
Observe, remember and record events accurately.  
Secure information from victims, witnesses and suspects.  
Make independent decisions while working in the field.  
Analyze situations accurately and adopt effective courses of action under emergency conditions.  
Write clear and comprehensive reports.

Use and care for firearms.

Exercise care of and maintain departmental vehicles and equipment.

Meet the standards of adequate physical stature, endurance and agility.

Establish and maintain cooperative working relationships with fellow employees and the general public.

**Physical Requirements**

Are in addition, but not limited to, the attached essential functions (ADA) exhibit.

# ESSENTIAL FUNCTIONS (ADA)

## I. PHYSICAL REQUIREMENTS:

**Directions:** Please review the definitions and check the appropriate box that indicates how often you perform the activity.

**Frequency:** This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely	(once or twice, or never performed)	E=Daily (from 0-1 hours per day)
B=Seldom	(on a quarterly to yearly basis)	F=Daily (from 1-4 hours per day)
C=Occasionally	(on a monthly/bi-monthly basis)	G=Daily (from 4-8 hours per day)
D=Frequently	(on a weekly basis)	

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
10	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles using feet, legs and/or hands and arms.						
20		Bending body downward and forward by bending spine at the waist.						
30	STOOPING	Bending legs at the knee to come to rest on a knee or knees.						
40		Bending the body downward and forward by bending the leg and the spine.						
50	CROUCH	Moving about on hands and knees or hands and feet.						
60		Extending hand(s) and arm(s) in any direction.						
70	REACHING	Standing for long periods of time.						
80		Moving about on foot.						
90	WALKING	Sits for extended periods of time.						
100		Using upper extremities to press against something with steady force to thrust forward, downward or outward.						
110	PUSHING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in sustained motion.						
120		2. FINGER Picking, pinching, typing or otherwise primarily working with fingers rather than the whole hand/arm.						
130	DEXTERITY	Applying pressure to an object with the fingers and palm.						
140		Perceiving attributes of objects such as size, texture, shape or temperature by touching with skin.						
150	FEELING	Expressing or exchanging ideas by means of the spoken word.						
160		6. Receive detailed information through oral communication.						
170	HEARING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces exceeding that needed for ordinary locomotion and maintenance of body equilibrium.						
180		BALANCING						

**II. VISUAL REQUIREMENTS:**

**Directions:** Please review the definitions and check the appropriate box that indicates how often you perform the activity.

**Frequency:** This factory includes the frequency to which the task appears while performing the overall job.

A=Rarely	(once or twice, or never performed)	E=Daily	(from 0-1 hours per day)
B=Seldom	(on a quarterly to yearly basis)	F=Daily	(from 1-4 hours per day)
C=Occasionally	(on a monthly/bi-monthly basis)	G=Daily	(from 4-8 hours per day)
D=Frequently	(on a weekly basis)		

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Work performed requires the ability to see distances under 12 inches.					x		
2.0 0	Work performed requires the ability to see at an arm's length.							x
3.0 0	Work performed requires the ability to see distances over 20 feet.							x
4.0 0	Work performed requires the use of both eyes (field of vision)							x
5.0 0	Work performed requires the ability to distinguish basic colors.							x
6.0 0	Work performed requires the ability to distinguish shades of color.							x
7.0 0	Work performed requires depth perception.							x

**OTHER FUNCTIONAL REQUIREMENTS:**

**Directions:** Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Operates truck, tractor, motor vehicles, forklift or other moving equipment.							x
2.0 0	Repetitive use of foot control. (right only)							x
	(left only)	x						
	(both)							x
3.0 0	Repetitive use of hands. (right only)							x
	(left only)	x						
	(both)							x

### III WORKING CONDITIONS:

**Directions:** Please review the definitions and check the appropriate box that indicates how often you work under the conditions.

**Frequency:** This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely	(once or twice, or never performed)	E=Daily (from 0-1 hours per day)
B=Seldom	(on a quarterly to yearly basis)	F=Daily (from 1-4 hours per day)
C=Occasionally	(on a monthly/bi-monthly basis)	G=Daily (from 4-8 hours per day)
D=Frequently	(on a weekly basis)	

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.0 0	Works outside in various types of weather.							x
2.0 0	Works inside.							x
3.0 0	Works in extreme cold, below 32 degrees F, for more than 1 hour.				x			
4.0 0	Works in extreme heat, above 100 degrees F, for more than 1 hour.				x			
5.0 0	Worker is subject to vibration (oscillating movements of the extremities or whole body).			x				
6.0 0	Works in excessive humidity.			x				
7.0 0	Works in dry atmosphere.			x				
8.0 0	Works in environment with constant noise (to cause worker to shout to be heard).			x				
9.0 0	Exposed to dust.			x				
10.0	Exposed to silica			x				
11.00	Exposed to fumes, smoke or gases (anesthetic gases, ethylene oxide, etc).			x				
12.00	Exposed to grease and oils (air and/or skin exposure).			x				
13.00	Exposed to electrical energy.			x				
14.00	Exposed to pesticides.			x				
15.00	Exposed to solvents or other chemicals. (Specify types of chemicals- air and/or skin exposure)			x				
16.00	Works on slippery or uneven surfaces.			x				
17.00	Works around machinery with moving parts or stationary equipment.			x				
18.00	Works around moving objects or vehicles.					x		
19.00	Works on ladders or scaffolding.			x				
20.00	Works below ground.			x				
21.00	Works with hands in water.			x				
22.00	Works in confined spaces.			x				

**IV. PHYSICAL EXERTION:**

Directions: If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

ACTIVITY								HOURS P/DAY
		Up to 10 lb	11-25 lbs	26-50 lbs	51-75 lbs	76-100 lbs	100+ lbs	
1.0 0	LIFTING	Daily	Daily	Occasional	Occasional	Occasional	Occasional	NIA
2.0 0	CARRYING	Daily	Daily	Occasional	Occasional	Seldom	Rarely	NIA
3.0 0	PUSHING	Daily	Daily	Occasional	Occasional	Seldom	Rarely	NIA
4.0 0	PULLING	Daily	Daily	Occasionally	Occasional	Seldom	Rarely	NIA
5.0 0	REACHING	NIA	NIA	NIA	NIA	NIA	NIA	Daily
6.0 0	OTHER (Specify)							

Reviewed by: \_\_\_\_\_  
 Sheriff – Sierra County      Date

Personnel Director      Date

Assessor      Date

Received and filed by: \_\_\_\_\_  
 County Clerk      Date