

# **BOSQUE COUNTY SHERIFF'S OFFICE -- Job Specification**

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**PATROL DEPUTY SHERIFF**

**JOB NO. 1000**

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## **SUMMARY OF CLASSIFICATION**

Enforces all county ordinances, state and federal laws. Reports directly to the Patrol Deputy Sergeant.

## **BUDGETARY RESPONSIBILITIES**

None.

## **ILLUSTRATIVE DUTIES**

Patrols the county and responds to citizen requests and complaints regarding possible criminal activity.

Issues warning and citations to violators of County ordinances and State regulations.

Arrests violators and transports prisoners to Bosque County Jail facilities.

Investigates suspicious and criminal activity.

Responds to emergency calls, traffic accidents and general requests for assistance.

Conducts crime scene search investigations. Lifts fingerprints, takes photographs, interviews suspects and takes witness statements.

Writes offense, incident, arrest and impoundment reports.

Informs the community of crime prevention, public safety and public awareness programs.

Appears in court and testifies under oath.

Performs special assignments as required such as investigative, park patrol, enforcement or crime prevention duties.

## **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

Employee exposed to possibly dangerous criminals on a daily basis. Employee must work in extreme temperatures and may be exposed to chemicals and diseases. Sufficient physical ability to bend, run, lift and crawl into small spaces. Must be able to restrain suspects.

## **REQUIRED CONTACTS**

Ability to effectively communicate in the English language with employees, citizens and other law enforcement agencies in order to discuss requests for service and possible criminal activities. Will work with other agencies in exchanging information or requesting assistance.

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*Patrol Deputy Sheriff*

**Job No. 1000**

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## **REQUIRED QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to read and interpret ordinances, State laws, reports and updates regarding criminal activity. Ability to complete a variety of written reports which may be used in a court of law. Employee will write citations. Skill in the use of firearms.

### **Minimum Education, Experience and Certification**

High school diploma or equivalent. 45 hours college credit plus two years of experience working as a police officer is preferred. Basic Texas Commission on Law Enforcement Standards and Education Certificate required. Valid Texas Driver's License.

### **Signature**

*Employee*

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*Date*

*Supervisor*

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*Date*

*Department Head*

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*Date*

**Job Updated: January 2010**